PROCEEDINGS

OF THE

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY

FROM

JULY 8, 1918 TO JUNE 28, 1920

VOL. XXII

LIBRARY
OF THE
UNIVERSITY
OF ILLINOIS

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1918/20

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THE CHICAGO PUBLIC LIBRARY
1920

The following were members of the Board of Directors during some part of the period covered by this volume July 8, 1918, to June 28, 1920.

James J. Healy	1913–1922 term expires
Alfred E. Barr	1916–1921 term expires
R. G Shutter	1917–1920 term expires
Charles E. Schick	1917–1920 term expires
Edgar A. Jonas	1917–1920 term expires (resigned July, 1919)
Samuel Gessler	1917–1919 term expired
Carl O. Beroth	1917–1922 term expires
Frank F. Tollkuehn	1917–1921 term expires
Lawrence Cuneo	1917–1921 term expires
Robert J. McLaughlin	1919–1920 term expires (appointed to succeed Edgar A. Jonas, resigned)
Elliott W. Sproul	1919–1922 term expires

Secretary to the Board	Harry G. Wilson
Librarian	Carl B. Roden

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COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JULY 8, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Schick, Gessler and Tollkuehn.

Absent—Directors Shutter, Jonas, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held June 24, 1918, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From citizens in the vicinity of 99th and Throop streets, requesting the Board to establish a station in that locality.

Referred to the Committee on Library.

COMMITTEE ON LIBRARY.

In the absence of the members of the Committee, Director Tollkuehn moved that the matters in the hands of the Committee be considered in open Board.

Carried.

The Secretary presented the following report of the Committee:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian, and approved by the Committee and recommended for purchase:

Main Collection:	534 vols.,	$ 544.00
Branch Collection:	2593 vols.,	2058.00
High School Collection:	4 vols.,	4.00
Deposit Collection:	922 vols.,	690.00
School Deposit Collection:	7510 vols.,	5632.00
Kelly Fund:	17 vols.,	15.00
Beecher Fund:	24 vols.,	36.00
Reserve Collection:	80 vols.,	325.00
	11684 vols.,	$9304.00

Your Committee also recommends that a list of miscellaneous bills herewith

submitted, amounting to $34.81, be paid from the incidental fund.

Respectfully submitted,

Committee on Library.

CHICAGO, July 8, 1918.

Director Healy moved that the Board concur in the recommendations.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

The Secretary presented the following schedule of bills, regularly audited and approved:

A. C. McClurg & Co., books	$5,572.96
C. V. Ritter, books	541.95
Mentor Ass'n, subscription	373 50
A. L. A. Publishing Board, books	90.10
American Historical Society, books	22.50
Callaghan & Co., books	18.00
R. L. Polk & Co., books	17.00
Standard Book Co., books	12.38
University of Chicago Press, books	10.42
Harvard University Press, books	10.00
Society of Naval Architects and Marine Engineers, books	10.00
A. Kroch & Co., books and subscriptions	8.57
A. G. Spalding & Bros., books	7.43
The Engineering Magazine, books	6.00
McDonough Directory System, books	5.00
E. P. Dutton & Co., books	3.88
J. M. Hanson-Bennett Magazine Agency, subscription	15.94
Cumulative Digest Corporation, subscription	5.00
Geo. E. Koebler & Son, binding	1,032.96
Brabandt & Valters Book Binding Co., binding	735.18
Northwestern Bindery, binding	530.60
Joseph Flucke & Son, binding	295.70
Burgmeier Book Bindery, binding	193.05
John Seybold, binding	139.23
Slade, Hipp & Meloy, gummed muslin	21 00
Gaylord Bros., success binder	10.50
J. W. Butler Paper Co., paper	415.77
Dwight Bros. Paper Co., paper	64.10
James White Paper Co., paper	32.16
Max Stern's Sons, printing	36.25
James Watson & Co., printing	30.25
Gaw O'Hara Envelope Co., book pockets	242.47
Bradner Smith & Co., paper	110.18
Library Bureau, cards	28.25
Tablet and Ticket Co., gummed letters	3.90
Geo. E. Cole & Co., stationery	31.18
Albert Hancock & Co., paper	21.50
Jerome Gross, files	19.50
Apter Bros. Mfg. Co., multigraph ribbons	18.00
Goodyear Rubber Co., rubber bands	14.50
A. B. Dick Co., mimeographic supplies	3.25
Universal Stamp and Stencil Works, pencil tops and rubber stamps	12.00
H. G. Wilson, Sec'y, casb expenditures, June, 1918	437.98
Alexander Typesetting Co., metal for Russian finding lists	160.40
	$11,376.49

Director Healy moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

The Secretary presented the following lists of bills to be paid from special funds:

List of bills to be paid from Kelly Branch Fund.

A. C. McClurg & Co., books	$68.37
C. V. Ritter, books	1.50
Northwestern Bindery, binding	16.34
Geo. E. Koehler & Son, binding	10.65
Joseph Flucke & Son, binding	1.97
	$98.83

Beecher Fund.

Clayton F. Summy Co., music books	$36.02

Rental Collection.

A. C. McClurg & Co., books	$83.37

Director Healy moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

In the absence of the Chairman, Director Tollkuehn presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instruc-

tions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Pages: Milton Meizel, June 16; James S. Purcell, July 18; William F. Sheehan, June 26; Alfred Foy, June 25.

Library typists: Beulah J. Haynes, June 30; John G. Mau, June 17.

Junior library assistants: Agnes E. Jones, June 11; Elizabeth Stone, July 2.

It is further recommended:

That the salary of the carpenter be changed to comply with the new scale, eighty cents per hour, dating from June 1.

That the salary of Daniel Horrigan, janitor, be increased to $60.00 per month.

That the salary of Edward C. Hartwig, auto-caretaker, be increased to $960 per year.

Respectfully submitted,

FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, July 8, 1918.

He, also, presented the list of vacancies and appointments for the month of June, 1918, which was received and ordered published.

The following is the list:

Lewis Aaron, page, appointed temp. June 5, $480 per year.

James F. Adams, page, separated June 10.

Merle Albert, junior library assistant, appointed temp. June 11, $600 per year; separated June 25.

Joseph Alexander, page, separated June 1.

Joseph Arias, page, separated June 21.

George L. Bastian, page, appointed temp. June 3, $480 per year; separated June 16.

Elizabeth Bay, junior library assistant, appointed temp. June 11, $600 per year.

Michael Benedetto, page, appointed temp. June 22, $480 per year.

Joseph Bennett, janitor, suspended June 12.

Sidney R. Bolotin, page, appointed temp. June 3, $480 per year.

Elizabeth Bowen, junior library assistant, appointed temp. June 26, $600 per year.

Marie Burns, junior library assistant, appointed temp. June 3, $600 per year.

Dominick Busa, page, appointed temp. June 13, $480 per year; separated June 24.

Emory Cable, page, separated June 19.

Robert Christian, page, transferred to city hall June 11.

Eugene Daniel, page, separated June 25.

Florence M. Davison, junior library assistant, appointed temp. June 17, $600 per year.

Gladys De Clercq, junior library assistant, appointed temp. June 3, $600 per year.

Frances L. Doyle, stenographer assistant, reinstated June 19, $660 per year.

Olive C. Enos, junior library assistant, separated June 10; appointed on probation June 11, $660 per year.

Israel Falick, page, appointed temp. June 11, $480 per year.

Emanuel Feinstein, page, appointed temp. June 28, $480 per year.

Harold Feinstein, page, separated June 6.

Harry Feister, page, appointed temp. June 17, $480 per year; separated June 24.

Albert Feldman, page, separated June 13.

Scott Fithien, page, appointed temp. June 26, $480 per year.

Irving Fisher, page, separated June 5.

Alfred Foy, page, resigned June 25.

William Frederickson, page, appointed temp. June 3, $480 per year.

Helen Fuhs, junior library assistant, appointed temp. June 26, $600 per year.

Edna Giesin, junior library assistant, appointed temp. June 11, $600 per year.

Walter Hasselhorn, page, separated June 16.

Beulah Haynes, library typist, resigned June 30.

Leo Heineman, page, appointed temp. June 3, $480 per year.

Leo Hemmelgarn, page, appointed temp. June 22, $480 per year.

Ellsworth Hilliard, page, appointed temp. June 11, $480 per year.

Deane Horrobin, page, appointed temp. June 24, $480 per year.

Isadore Horwitz, page, appointed temp. June 11, $480 per year; separated June 11.

Theodore Johnson, page, appointed temp. June 3, $480 per year.

Agnes Jones, junior library assistant, resigned June 11.

Joseph Kaden, page, separated June 23.

Edward Kolbaska, page, appointed temp. June 11, $480 per year.

Ida Koppel, junior library assistant, separated June 10.

Arthur Kreiling, page, separated June 20.

Cora Levy, junior library assistant, separated June 7.

Martin Logan, janitor, suspended June 12.

Lillian Lonek, junior library assistant, appointed temp. June 28, $600 per year.

George Luthringer, oiler, appointed on probation June 8, $1320 per year.

Robert A. Marcus, page, separated June 2.

Samuel Masters, page, appointed temp. June 11, $480 per year.

John G. Mau, library typist, resigned June 17.

Milton Meizel, page, resigned June 16.

Arthur Miller, page, appointed temp. June 19, $480 per year.

Dagny Moen, junior library assistant, appointed temp. June 3, $600 per year.

Morris Moscowitz, page, separated June 18.

Celia Nierenberg, junior library assistant, appointed temp. June 1, $600 per year.

Evelyn Nordquist, junior library assistant, separated June 11.

John J. Nugent, coal passer, reinstated June 11, $1200 per year.

Mae Nusko, junior library assistant, appointed temp. June 11, $600 per year.

Anna Olson, janitress, appointed temp. June 12, $900 per year.

Nellie R. Patterson, junior library assistant, appointed temp. June 20, $600 per year.

Bennie Pivovitz, page, appointed temp. June 22, $480 per year; separated June 30.

Morris Revzen, page, separated June 5.

Hester Reynolds, junior library assistant, appointed temp. June 3, $600 per year.

Helen Richter, junior library assistant, separated June 3.

Joseph Rogers, page, appointed temp. June 6, $480 per year.

Norman Rued, page, separated June 10.

Erva Romaine, senior library assistant, resigned June 9.

Vincent L. Ryan, page, appointed temp. June 3, $480 per year.

Cassie Rybakowicz, junior library assistant, appointed temp. June 5, $600 per year.

Harry Schroeder, page, appointed temp. June 12, $480 per year.

William Sheehan, page, resigned June 26.

Robert Shoemaker, page, appointed temp. June 26, $480 per year.

Rudolph Smith, page, appointed temp. June 6, $480 per year.

J. S. Starky, janitor, appointed temp. June 26, $1020 per year.

Mary Story, senior library assistant, separated June 5.

Meyer Sturman, page, resigned June 18.

Joseph Sumo, page, separated June 2.

Edward J. Tepley, page, appointed temp. June 3, $480 per year; separated June 21.

Benjamin Tigay, page, appointed temp. June 26, $480 per year.

William Troy, page, appointed temp. June 28, $480 per year.

Lydia M. Wacholz, junior library assistant, separated June 30.

Mrs. J. Wagner, janitress, separated June 11.

Arthur Weber, page, appointed temp. June 11, $480 per year.

Mary W. Wood, chief of division, resigned June 17.

Nathan Zeitlin, page, separated June 21.

He, also, presented the bill of the United States Audit Company in the amount of $43.75 for the audit of the books and accounts of the Public Library for the qnarter ended May 31, 1918, and moved that the bill be ordered paid.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly

audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$ 190.00
Louis Solomon, rent, North Ave. Branch	185.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Julius H. Isacowitz, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, branch 4021 W. North Ave	90.00
Julius Fuermann, rent, Fullerton Ave. Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, W. 26th St. Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Chicago Telephone Co., telephone service	103.77
Peoples Gas Light & Coke Co., gas	3.34
A. P. W. Paper Co., toilet supplies	72.00
Toll Bros., laundering towels	48.89
Individual Towel & Cabinet Service Co., clean towel supply	18.75
Haegele Ice Co., ice	23.27
Citizens Service Bureau, removing cinders, sprinkling street, etc	44.12
W. V. Geary Teaming Co., cleaning and sprinkling streets (Branch)	25.00
Buchanan Bros., street sprinkling	15.00
A. Hannibal, repairing furniture	27.50
Royal Typewriter Co., repairing machine	4.00
American Type Founders Co., type	34.59
John J. McGrath, lettering doors in gold	7.00
Pottinger-Flynn Coal Co., coal	2 805 00
John Mohr & Sons, boiler work	69.00
O. C. Keckley Co., packing, etc	22.03
General Specialty Co., cutters and shafts	7.80
D. J. Gallagher Mfg. Co., waste, etc	51.78
Inland Electric Co., electrical supplies	36.73
L. Gould & Co., mop wringers and twine	69.82
Armour Soap Works, soap	20.02
Plunket Chemical Co., insect powder	6.00
James H. Rhodes & Co., oxalic acid	12.50
Geo. B. Carpenter & Co., recovering and installing awnings	460.00
John W. DeTamble, installing Peer-lite fixtures in branch	47.50
Marshall Field & Co., repairing and refinishing picture frame, etc	28.40
The Fair, lawn mower	11.95
Veeder Mfg. Co., counters	10.81
Fairbanks Co., trucks	5.00
G. B. Davidson, insurance on Ford roadster, books at binderies	29.39
Pittsburgh Plate Glass Co., plate-glass lights	503.50
H. Rosenbaum Roofing Co., repairing roof	25.60
Standard Oil Co., gasoline	234.02
Goodyear Truck Tire Sales Co., rubber tires	147.06
Swinehart Tire and Rubber Co., rubber tire	66.18
Fisk Rubber Co., rubber tire	62.23
Chicago Auto Equipment Co., tires, etc	49.89
Chicago Republic Truck Co., auto parts	98.96
Beckley-Ralston Co., auto accessories	5.40
Bosch Magneto Co., repair parts for magneto	4.64
Milwaukee Ave. Garage, auto storage	8.00
H. G. Wilson, Sec'y, cash expenditures, June, 1918	60.36
	$6,556.80

He, also, presented a list of bills for maintenance of the Hiram Kelly Branch and moved that the bills be paid from the Kelly Branch fund.

Carried.

W. H. Salisbury & Co., hose	$13.50
Michal Bros., plants	4.30
Chicago Telephone Co., service	3.75
	$21.55

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report on the following matters in its hands and would recommend:

1. That a contract for the necessary work in connection with laying slate tile on the roof of the main library building be awarded to H. Rosenbaum Roofing Company on their bid on a time and material basis as follows:

Labor 90 cents per hour, actinolite cement 4¼ cents and felt 5½ cents per pound; this being the lowest of three proposals received.

2. That a contract for the work on the domes of the library building be awarded to H. Rosenbaum Roofing Company on their bid on a time and material basis as follows:

Labor $1.00 per hour, solder 70 cents

per pound, copper 45 cents per pound, charcoal 30 cents per bushel and glass 70 cents per square foot; this being the lowest proposal received.

3. That the Secretary be authorized to purchase two "S K" cushion tires from the Goodyear Tire & Service Company at a cost of $66.69 each.

Respectfully submitted,
C. E. SCHICK,
SAMUEL GESSLER,
JAMES J. HEALY,
Committee on Buildings and Grounds.

July 8, 1918.

REPORTS.

The Secretary presented the statistical report of the Librarian for the month of June, 1918, which was received and ordered published.

On motion of Director Tollkuehn, the Board adjourned.

H. L. Wilson
Secretary.

REPORT OF LIBRARIAN FOR JUNE, 1918.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of June was 483,887; for the corresponding month of the previous year 470,558. The circulation was from the following sources:

Central Library	56,208
Branches	284,030
Stations	33,532
Traveling Libraries	80,831
Deposits and Miscellaneous	29,286
	483,887

The following is a summary of the books obtained at the Central Library:

Main Collection	22,808
Open Shelf	25,044
Hughes Room	2,826
Music Room	1,915
Information Desk (Teachers and special cards)	2,323
Miscellaneous	342
Books for the Blind	703
Documents	247
	56,208

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES.	DIRECT	STATIONS	TOTAL
Armour Square	2,441	152	2,593
Austin	10,277	249	10,526
Austin High	4,129	....	4,129
Bessemer Park	3,892	218	4,110
Blackstone	9,490	258	9,748
Burr School	3,512	189	3,701
Cornell Square	2,603	81	2,684
Davis Square	1,867	59	1,926
Douglas Park	15,548	509	16,057
Dvorak Park	4,045	126	4,171
Eckhart Park	4,140	235	4,375
Englewood High	1,401	....	1,401
Forestville School	3,379	91	3,470
Fuller Park	4,149	79	4,228
Hamilton Park	6,731	209	6,940
Hamlin Park	4,265	132	4,397
Hardin Square	3,728	141	3,869
Harrison High	3,504	....	3,504
Hebrew Institute	8,032	725	8,757
Holstein Park	4,901	95	4,996
Humboldt	14,082	1,341	15,423
Independence Park	4,659	145	4,804
Kelly	14,230	212	14,442
Kosciuszko	3,564	70	3,634
Lake View High	2,060	...	2,060
Lewis Institute	11,268	534	11,802
Lincoln Center	7,545	234	7,779
Logan Square	9,108	282	9,390
McKinley Park	4,943	42	4,985
Mark White Square	4 084	70	4,154
Marshall High	2,272	122	2,394
Morse School	4,682	239	4,921
Ogden Park	8,680	154	8,834
Palmer Park	3,675	102	3,777
Pulaski Park	3,248	82	3,330
Rogers Park	8,192	136	8,328
Scanlan School	3,764	73	3,837

Senn High	3,284	....	3,284
Seward Park	5,521	292	5,813
Shedd's Park	4,668	280	4,948
Sheridan	13,142	309	13,451
Sherman Park	6,223	81	6,304
Stanford Park	4,836	135	4,971
Stanton Park	2,537	117	2,654
Sumner School	4,637	75	4,712
Walker	2,938	83	3,021
West 26th Street	6,959	110	7,069
Woodlawn	17,195	653	17,848
Total	284,030	9,521	293,551

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	6,975	160	7,135
Armitage	2,510	168	2,678
Ashburn	36	..	36
Assoc. House	612	522	1,134
Avondale	1,262	178	1,440
Birchwood	2,152	..	2,152
Butler House	2,891	164	3,055
Cheltenham	930	27	957
Chicago Ave	928	218	1,146
Chicago Lawn	2,301	..	2,301
Cicero Ave	719	43	762
Dauphin Park	989	104	1,093
Diversey Ave	1,195	29	1,224
Dunning	1,298	..	1,298
East Austin	838	..	838
East Rogers Park	1,376	96	1,472
E. Sixty-third St	1,189	81	1,270
Edison Park	1,020	..	1,020
Fernwood	747	..	747
Gano	987	..	987
Garfield	881	225	1,106
Grand Ave	784	756	1,540
Grand Crossing	1,470	75	1,545
Greenview	841	83	924
Gresham	4,076	32	4,108
Hegewisch	1,300	..	1,300
Hermosa	1,497	..	1,497
Irving Park	621	69	690
Jefferson Park	1,312	...	1,312
Jewish Educ. All	1,158	96	1,254
Larrabee St	1,431	278	1,709
Lawndale	1,926	...	1,926
Longwood	889	..	889
Madison Street	1,227	668	1,895
Mayfair	876	..	876
Milwaukee Ave	600	248	848
Montrose	1,176	..	1,176
Normal Ave	757	156	913
North Ave	2,542	409	2,951
North Clark St	927	373	1,300
Norwood Park	429	..	429
Park Manor	2,674	197	2,871
Paulist Settlement	192	..	192
Ravenswood	1,542	135	1,677
S. Ashland Ave	1,474	857	2,331
South Shore	673	66	739
S. Western Ave	764	346	1,110
Southport Avenue	566	174	740

Thirty-first St.	1,002	571	1,573	West Pullman	1,859	..	1,859
Wakeford	1,975	105	2,080	West Ravenswood	1,720	150	1,870
Washing'n Heights	587	..	587	W. Sixteenth St.	2,925	307	3,232
West Brighton	208	..	208	West Twelfth St.	2,552	1,731	4,283
West Englewood	1,204	..	1,204				
West Harrison St.	1,239	666	1,905	Total	80,831	10,563	91,394

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	284,030	9,521	293,551
Traveling Libraries	80,831	10,563	91,394
Business House Deposits	28,448	1,103	29,551
Miscellaneous References	838	.....	838
Total	394,147	21,187	415,334

Of the 33,532 books supplied through the Stations Department, 9,521 were sent to 43 branches and 24,011 to 65 stations. The books supplied for the same month of the preceding year numbered 55,177 volumes.

The circulation department was open on 25 week days. The daily average week day circulation was 19,355.

REFERENCE ROOM.

Number of books issued from stacks 23,026
Number of recorded visitors 8,880

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 2,842. Visitors, 726.

HUGHES ROOM.

Volumes circulated, 2,860; pictures circulated, 1,093; visits from school classes, 3; recorded visitors, 2,476. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,560; newspapers, 460. Visitors, 1,319.

CIVICS ROOM.

Magazines issued, 1,748; directories consulted, 2,015; bound documents used, 1,376; books, 443; pamphlets, 7,035; visitors, 5,057.

STUDY ROOM

Volumes consulted, 1,317. Visitors, 3,093.

READING ROOM.

Periodicals issued at the counter at Central Library, 9,592. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 51,609.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 4,935; issued in June of the previous year, 5,663.

Number of juvenile cards issued, 1,723; research cards, 12; vacation cards, 352; teachers' cards, 111. The number of three-year cards outstanding is 211,144.

BINDERY DEPARTMENT.

Number of books at binderies June 1, 1918	9,661
Number of books sent to binderies in June, 1918	5,631
Total number of books at binderies in June, 1918	15,292
Number of books received from binderies in June, 1918	5,676
Number of books at binderies July 1, 1918	9,616
Number of books repaired in Library in June, 1918	6,164

GROWTH OF THE LIBRARY.

The total number of volumes in the Library July 1, 1918, was 891,181. Received since June 1, 1918, 11,988. Books worn out and discarded since June 1, 1918, 3,000. Books lost and paid for since June 1, 1918, 398. Books found and money refunded since June 1, 1918, 25.

CARL B. RODEN,
Librarian.

CHICAGO, July 8, 1918.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, AUGUST 12, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Jonas, Beroth and Tollkuehn.

Absent—Directors Gessler and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held July 8, 1918, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from James T. Igoe, City Clerk, which was received and placed on file:

"City of Chicago,
"Office of the City Clerk,
"August 12, 1918.

"Mr. Harry G. Wilson,
"Secretary Library Board.

"*Dear Sir:*—I have the honor to inform you that the following named were appointed as members of the Board of Directors of the Chicago Public Library by his Honor the Mayor on July 8, 1918, and that said appointments were concurred in by the City Council on that date:

"Alfred E. Barr to succeed himself,

"Frank F. Tollkuehn to succeed himself,

"Lawrence Cuneo to succeed himself.

"Following their appointment they have each called at this office and subscribed to the oath prescribed by statute.

"Respectfully yours,
"JAMES T. IGOE, *City Clerk.*"

Communication from Everett R. Perry, Librarian Los Angeles Public Library, declining the position of Assistant Librarian to which he had been certified by the Civil Service Commission.

Received and placed on file.

From J. Caldwell, requesting the Board to establish a station in his store, 3101 N. Kedzie avenue.

Referred to the Committee on Library.

From H. E. Goldblatt, requesting the

Board to establish a station in his store, 3320 W. Madison street.

Referred to the Committee on Library.

From Adolph Weiss, offering to lease a store at the corner of Kimball and Lawrence avenues for branch library purposes.

Referred to the Committee on Library.

From Mrs. J. B. Roberts, requesting the Board to establish a station at her store, 4303 Drexel boulevard.

Referred to the Committee on Library.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian, and approved by the Committee and recommended for purchase:

Main Collection:	599 vols., 162 pamphlets, 2 maps,	$ 779.00
Deposit Collection:	3771 vols.,	3592.00
Branch Collection:	1583 vols., 911 pamphlets,	1777.00
High School Collection:	82 vols.,	82.00
School Deposit Collection:	4545 vols.,	2954.00
Reserve Collection:	609 vols.,	978.00
Kelly Collection:	64 vols.,	62.00
Ryder Collection:	4 vols.,	16.00
Rental Collection:	66 vols.,	66.00
Total:	11323 vols., 1073 pamphlets, 2 maps.	$10306.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $47.55, be paid from the incidental fund.

Bids have been received on specifications issued by the Secretary for supplying 1,082 magazine binders in six sizes, required in various branches and reading rooms. These bids are as follows:

Dowst Magazine Binder,	$851.79
Feldmann System Mfg. Co.,	865.60
Barrett Bindery Co.,	877.30
Gaylord Bros.,	1341.49

Your Committee recommends that a contract be awarded to the Dowst Magazine Binder at the price quoted.

A guarantee of two years' service will be required for each binder, and extra keys and rods will be furnished without charge as required.

Your Committee has authorized the Librarian to place advance subscriptions for 1919 for 120 copies of *Popular Mechanics* and 60 copies of *World's Work*. This was necessary in order to secure the subscription rate now in force, which is to be advanced in the near future.

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Aug. 12, 1918.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tollkuehn and the President—7.

Nays—None.

Universal Book Store, books	$ 112.60
A. C. McClurg & Co., books	8371.58
Hanson-Roach-Fowler Co., books	325.00
H. R. Huntting Co., books	247.90
Geo. L. Shuman & Co., books	125.00

C. V. Ritter, books	122.10
Cropley Phillips Co., books	45.00
C. S. Hammond & Co., books	23 00
A. G. Spalding & Bros., books	22.67
Kelly's Directory Offices, books	15.00
A. Kroch & Co., books, etc.	13 72
Albert Bonnier Publishing House, books.	9.92
H. W. Wilson Co., books	7.00
R. R. Bowker Co., subscriptions	13.75
Northwestern Bindery, binding	1095.26
Geo. E. Koehler & Son, binding	1015.91
Brabandt & Valters Book Binding Co., binding	970.16
Joseph Flucke & Co., binding	344.10
Burgmeier Book Bindery, binding	267.65
John Seybold, marking on books	127.20
Kirk's Ink Co., paste	15.00
Tucker-Kenworthy Co., printing	96.50
James Watson & Co., printing	117.75
Max Stern's Sons, printing	89.75
Cameron, Amberg & Co., printing, etc.	40.00
Swigart Paper Co., paper	173.17
Gaw-O'Hara Co., book pockets	156.04
J. W. Butler Paper Co., paper	16.50
Bradner Smith & Co., paper	9.48
Shelp Mfg. Co., gummed muslin, etc.	32.50
George E. Cole & Co., stationery	28.50
M. B. Cook Co., typewriting ribbons	33.00
Albert Hancock & Co., paper.	21.50
Marshall Field & Co., waste baskets, etc.	17.85
Dennison Mfg. Co., glue and gummed labels	17.50
Universal Stamp & Stencil Works, ink pads and rubber stamps	9.20
Remien & Kuhnert Co., white shellac	7.00
A. B. Dick Co., paper	3.00
H. G. Wilson, Sec'y, cash expenditures, July, 1918	330.41
	$14,489.17

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tollkuehn and the President—7.

Nays—None.

List of bills be paid from Kelly Branch Fund.

A. C. McClurg & Co., books	$125.92
Northwestern Bindery, binding	30.76
Brabandt & Valters Book Binding Co., binding	10.71
Geo. E. Koehler & Son, binding	5.90
Joseph Flucke & Son, binding	3.82
	$177.11

Ryder Fund.

A. Kroch & Co., books	$11.25
Wm. Helburn, books	4.80
	$16.05

Rental Collection.

A. C. McClurg & Co., books	$26.14

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — Your Committee on Administration submits the following report:

Two Civil Service examinations, for Junior and Senior Library Assistants, were held on June 10th and 7th, respectively, and resulted in eligible lists for library service. Since thirty-four of the thirty-six passing the Junior examination were already in our service on sixty-day appointments, and since the total number of Junior sixty-day appointments aggregates ninety-four, certification of the entire list was immediately asked for and these persons were transferred to the permanent service on June 26th, with the exception of four who waived appointment.

The Senior examination, which was promotional only, produced a list of fifty-seven names, which is in excess of the number of vacancies now existing in that grade. At present your Committee is prepared to ask for certifications from the Senior list only to the number required to cover the Senior vacancies in the branch service, of which there are seventeen. We therefore recommend that the Librarian be authorized to make requisition upon the Civil Service Commission for seventeen Senior Assistants.

The disappointing results of both the Junior and Page examinations reflect the state of the employment market and indicate the difficulties encountered by the Library in maintaining a trained force

sufficient to care for its constantly growing work. They also account for the seemingly abnormal proportion of temporary employees on the Library rolls, which is unavoidable so long as the examinations fail to attract more people capable of passing their very reasonable requirements.

Your Committee further reports that an investigation was held on July 16th by the Civil Service Commission of certain charges filed by this Board against Martin Logan and Joseph Bennett, both on the janitor force, and resulted in the discharge of the first-named from the service of the Public Library. The case of Joseph Bennett was dismissed and he was reinstated on July 22nd.

Resignations have been received from the following:

Ruth Marlatt,	Edward Saperstein,
Alice O'Gorman,	Sarah Mulroy,
Maurice Kornreich,	Alice J. Peterson,
Dorotha McGary,	Agnes Willmarth,
Howard Weekly,	John B. McCauley.

We recommend that these be accepted and that requisitions be made upon the Civil Service Commission to fill the vacancies thus created.

Requests for leave of absence have been received as follows:

Paul J. Rupprecht, page, July 10th to Sept. 15th.

Richard Regensburger, page, July 18th to Sept. 17th.

Eileen McGrath, junior assistant, July 16th to Aug. 31st.

Mary Mangan, janitress, June 22nd to Sept. 21st.

Josephine Cubecheck, janitress, July 15th to Oct. 14th.

George Hajduk, janitor, July 18th to Oct. 21st.

We recommend that these leaves of absence be granted.

Requests for extended leaves of absence for special reasons were also received from the following:

Geraldine Sanford, branch librarian, one year, because of ill health.

Julia A. Gerloff, branch librarian, for duration of the war, for nursing service in France.

Florence A. Royer, junior assistant, duration of the war, for nursing service in France.

Phyllis Cleaver, senior assistant, one year, to return to college.

Katherine S. Wright, book repairer, one year, and

Edith S. Ludden, senior assistant, three to six months, both to enter government clerical service.

Your Committee believes that the Board should adopt a definite policy in dealing with such requests for extended leaves of absence, and makes the following recommendations:

That leaves of absence for military or naval service and for auxiliary service directly connected with the military and naval forces of the United States be granted subject to the rules of the Civil Service Commission.

That applications for leave of absence because of ill health or to attend educational institutions be considered and dealt with on the special circumstances and merits of each case.

That applications to leave the Library service for an extended period in order to accept positions elsewhere, including positions in government clerical service, be denied, in justice to the Library service and to the promotional rights of other members of the staff.

In conformity with the foregoing recommendations, your Committee suggests, therefore, that the requests for leave of absence of Geraldine Sanford, Julia Gerloff, Florence A. Royer and Phyllis Cleaver be granted and those of Katherine S. Wright and Edith S. Ludden be denied.

Your Committee also recommends that the Secretary be authorized to advance the sum of one hundred dollars for the purchase of War Savings Stamps

and that a station for the sale of such stamps to the public be established under his control in the Circulating Department of the Central Library, the sum advanced to be returned to the Library fund when the station is closed.

All of which is respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
FRANK F. TOLLKUEHN,
Committee on Administration

CHICAGO, Aug. 12, 1918.

He, also, presented the list of vacancies and appointments for the month of July, 1918, which was received and ordered published.

The following is the list:

Esther Aaron, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Louis Afrimowicz, page, appointed civil service July 18, $480 per year.

Della Anderson, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Ruth Anderson, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Francis L. Baker, page, appointed July 13, $480 per year.

Mildred Bard, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Rena Bendorf, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Esther Berger, junior library assistant, appointed temp. July 5, $600 per year.

Leo A. Bergman, page, appointed temp. July 23, $480 per year.

Irene Black, junior library assistant, appointed temp. July 1, $600 per year.

Genevieve Bond, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Raymond Borling, page, appointed temp. July 1, $480 per year.

Louis Bowman, page, appointed July 13, $480 per year.

Grace M. Burns, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Richard Bushman, page, appointed temp. July 31, $480 per year.

Grace F. Byrne, junior library assistant, appointed temp. July 1, $600 per year.

Joseph Byrne, page, separated July 10; appointed civil service July 15, $480 per year.

Joseph Conforti, page, appointed temp. July 6, $480 per year.

Mary Countryman, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

John Cramer, page, appointed temp. July 1, $480 per year.

Myrtle Dahmke, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Florence M. Davison, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Gertrude Dawson, junior library assistant, appointed temp. July 1, $600 per year.

Gladys DeClercq, junior library assistant, separated July 25.

Katherine Duffy, junior library assistant, appointed temp. July 3, $600 per year.

George Enke, page, appointed temp. July 1, $480 per year.

David E. Epstein, page, appointed July 15, $480 per year.

Ida Fagen, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Joseph Fernandez, page, separated July 28.

Louis Fox, page, separated July 28.

Agnes C. Geisbush, junior library assistant, appointed temp. July 17, $600 per year.

Cecelia Georgas, book repairer, separated July 25; appointed junior library assistant July 26, $660 per year.

Joseph Giacomino, page, separated July 16.

Frank Guido, page, separated July 10.

Alice Hannan, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Olive Hartley, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Gertrude Hayes, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

George Healy, page, appointed temp. July 1, $480 per year.

Ellsworth Hilliard, page, separated July 15.

Deane Horrobin, page, separated July 30.

Ethel Jewell, page, separated June 30; appointed junior library assistant July 1, $660 per year.

Anna Jones, junior library assistant, appointed temp. July 1, $600 per year; separated July 31.

Florence E. Kedler, junior library assistant, appointed temp. July 11, $600 per year.

Lyons Kelliher, page, appointed temp. July 1, $480 per year.

Selma Levinson, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Martin Logan, janitor, discharged July 18.

John McCauley, page, resigned July 1.

Neil MacDonald, page, separated July 14.

Bessie MacGill, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Eileen McGrath, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Blanche McLaughlin, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Jessie W. Marks, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Warren H. Marks, page, appointed temp. July 22, $480 per year.

Helen P. Mason, junior library assistant, appointed temp. July 1, $600 per year.

Mary Meany, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Alma Melchior, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Lillian Moll, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Sarah A. Mulroy, junior library assistant, resigned July 23.

Rosander Myers, page, separated July 25.

Otto Newman, window washer, separated July 25; appointed civil service July 26, $1080 per year.

Juliet Norkin, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Mary T. O'Brien, junior library assistant, appointed temp. July 2, $600 per year.

Alice O'Gorman, junior library assistant, separated June 30; appointed civil service July 1, $660 per year; resigned July 25.

Amy Peck, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Alice Peterson, junior library assistant, resigned July 25.

Charles Pivovitz, page, separated July 10.

Marjorie Porter, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

James Purcell, page, resigned July 18.

Joseph Rogers, page, separated July 10.

George Roth, page, appointed temp. July 9, $480 per year.

Margaret C. Rouse, junior library assistant, appointed temp. July 1, $600 per year.

James Russell, page, separated July 5.

Charles Rye, page, appointed temp. July 11, $480 per year.

Jacob Sacks, page, appointed July 20, $480 per year.

Edward Saperstein, page, resigned July 4.

Aloysius Schrepfer, page, appointed temp. July 22, $480 per year.

Agatha Shea, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Blanche Skirven, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Faith E. Smith, director of training class, resigned July 3.

Judson Smith, page, separated July 14.

Rose Smith, junior library assistant, appointed temp. July 15, $600 per year.

Marguerite Sprunger, junior library assistant, appointed temp. July 5, $600 per year; separated July 31.

Elizabeth Stone, junior library assistant, resigned July 2.

Walter W. Streetes, janitor, appointed temp. July 17, $1020 per year; separated July 21.

Florence Sweet, junior library assistant, appointed July 1, $660 per year.

Gladys Thompson, junior library assistant, appointed temp. July 1, $600 per year.

Minnie Timian, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Mrs. L. Tripp, janitress, appointed temp. July 1, $900 per year.

Gertrude Van Stratten, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Frank Vnoucek, page, appointed temp. July 24, $480 per year.

Arthur Weber, page, separated July 15.

Howard Weekly, page, resigned July 30.

Dale Wetmore, page, appointed July 15, $480 per year.

Agnes Willmarth, junior library assistant, separated June 30; appointed civil service July 1, $660 per year.

Florence Wills, page, appointed July 29, $480 per year.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tullkuehn and the President—7.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report on the following matters in its hands and recommends that the proposal of Meade & Wheeler to furnish the following units for card cabinets for the sum of $730.00 be accepted:

12-18 drawer units—oak
6-plan drawer units—oak
6-base units—oak
6-crown units—oak
1-18 drawer unit—mahogany
1-plan drawer unit—mahogany
1-base unit—mahogany
1-crown unit—mahogany

The following proposals were received on this work:

Meade & Wheeler,	$ 730.00
Library Bureau,	784.80
Inter Ocean Cabinet Co.,	1,263.00

Your Committee also received proposals for renewing the tempering coils in air-inlet "A" as follows:

	Wrought Iron
Gallaher & Speck,	$167.60
W. J. Gemeny Co.,	187.00
Brady & Co.,	272.00

Your Committee recommends that the work be awarded to Gallaher & Speck on their bid of $167.60.

All of which is respectfully submitted,

CHAS. E. SCHICK,
JAMES J. HEALY,
Committee on Buildings and Grounds.

CHICAGO, Aug. 12, 1918.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tollkuehn and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch...	$ 190.00
Louis Solomon, rent, Humboldt Branch..	185.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., rent, Austin Branch	100.00
John Makovsky, rent, West North Ave. Branch	90.00
Julius Fuermann, rent, Logan Sq. Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, W. 26th St. Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Commonwealth Edison Co., current	198.07
Peoples Gas Light & Coke Co., gas	2.86
Chicago Telephone Co., service	97.47
Toll Bros., laundering towels	81.54
Individual Towel & Cabinet Service Co., clean towel supply	17.75
Haegele Ice Co., ice	32.55
Buchanan Bros., street sprinkling	15.00
George Green Lumber Co., compo board.	20.00
Multiplex Display Fixture Co., compo board	5.90
Geo. B. Carpenter & Co., one U. S. flag	38.69
Bullard & Gormley, hardware	18.21
Chicago Evening Post, advertising	5.74

Pottinger-Flynn Coal Co., coal	916 37
Hollow Center Packing Co., gaskets	24 00
Samuel Harris & Co., machinists' supplies	15.53
Charles H. Besly & Co., oil	6.00
O. C. Keckley Co., scoops	5.70
Citizens Service Bureau, sidewalk and street cleaning service, etc	47.54
Inland Electric Co., electric fans, etc	105.90
Frank Scaar & Co., repairs to elevator	35.85
Gallaher & Speck, machinists' labor, etc	24.15
Crescent Brush Works, dusters	36.00
Armour Soap Works, soap powder	10.40
Fuller-Morrisson Co., ammonia	6.25
The Fair, polish and bellows	3.10
G. B. Davidson, fire insurance library property at binderies, etc	183.57
Fred A. Phillips, insurance on library property in branches, etc	135.82
Newton & Hoit Co., furniture	135.00
Library Bureau, furniture and cards	84.07
Royal Typewriter Co., typewriting machine	76.00
Mueller Bros., framing pictures	34.80
L. Gould & Co., ladders	7.00
Western Slate Co., slate tile	320.00
DeTamble's Electric Shop, installing light, etc	10.20
Chas. Culbranson, removing panel in air inlet	9.60
Hyde Park Awning & Sign Co., putting up awnings at branch	3.50
Chicago Title & Trust Co., expense for guarantee policy	27.30
Standard Oil Co., gasoline	278.06
Valvoline Oil Co., valvoline	21.60
W. P. Collins & Co., grease	12.00
Goodyear Truck Tire Sales Co., tires	147.06
Swinehart Tire and Rubber Co., tire	66 18
Triple Action Spring Co., springs	22.97
D. J. Gallagher Mfg. Co., waste	16.59
Bosch Magneto Co., repairing magneto	16.16
American Battery Co., repairing battery	8.50
Wayman & Murphy Co., auto part	8 00
Chicago Republic Truck Co., parts for autos	3.72
Milwaukee Ave. Garage, auto storage	8.00
H. G. Wilson, Sec'y, cash expenditures, July, 1918	47 67
	$4,623.94

He, also, presented the following list of bills for maintenance of the Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Commonwealth Edison Co., current	$32.57
Chicago Telephone Co., service	3.75
Consumers Co., ice	3.20
	$39.52

REPORTS.

The Librarian presented his statistical report for the month of July, 1918, which was received and ordered published.

NEW BUSINESS.

The President stated that the next order of business would be the reorganization of the Board by the election of President and Vice-President, and announced that nominations for President were in order.

Director Shutter nominated Director Barr for President for the ensuing year.

There being no other nominations, it was moved and seconded that Director Barr be elected President of the Board for the ensuing year.

Carried unanimously—Director Healy putting the question.

The President stated that nominations for Vice-President were in order.

Director Jonas nominated Director Healy to succeed himself as Vice-President of the Board for the ensuing year.

Carried unanimously.

The President, Director Barr, announced the standing committees of the Board as follows:

Library: Directors Jonas, Beroth and Shutter.

Administration: Directors Shutter, Tollkuehn and Healy.

Buildings and Grounds: Directors Schick, Healy and Gessler.

Director Shutter moved that the Special Committee on revision of the by-laws and rules of the Board be continued.

Carried.

The President thereupon appointed Directors Tollkuehn, Jonas and Beroth to succeed themselves as members of this Special Committee.

Director Jonas moved that the question of the continued occupancy of the north corridor of the Library building by the

Woman's Club Canteen for Soldiers and Sailors be referred to the Committee on Buildings and Grounds for report at the next meeting of the Board.

Carried.

Director Jonas moved that the question of detailing members of the library staff for war service be referred to the President of the Board and the Librarian with authority to act.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tollkuehn and the President—7.

Nays—None.

The President stated that he had received a request from Miss Grace Herron, Director of the Artists' Aid of the American Red Cross, for the installation of a painting commemorative of the work of the Red Cross in the present war; the installation to be of a temporary nature and to be permanently disposed of at the end of the war.

Director Shutter moved that the request be granted and permission be given to install the painting on the marble wall at the head of the first staircase of the Washington street entrance of the Library building.

Carried.

The President brought up a communication in reference to the condition of the floors at the Woodlawn Branch Library, and stated that the matter demanded immediate attention.

Director Tollkuehn moved that the matter be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Beroth, Tollkuehn and the President—7.

Nays—None.

The President presented the following list of branch libraries with a group assigned to each member of the Board made out in accordance with the resolution of the Board passed May 13, 1918:

DIRECTOR ALFRED E. BARR.

Legler Branch, Crawford Ave. and Monroe St.
Douglas Branch, 1212 S. St. Louis Ave.
Hebrew Institute, Taylor and Lytle Sts.
Lewis Institute, 1943 W. Madison St.
Morse School, N. Sawyer Ave. and W. Ohio St.
Dvorak Park, 20th and Fisk Sts.
Marshall High, 3250 W. Adams St.

DIRECTOR RICHARD G. SHUTTER.

Hiram Kelly Branch, 62d St. and Normal Ave.
Englewood High, 6220 S. Stewart Ave.
Cornell Square, Wood and 51st Sts.
Davis Square, 45th St. and Marshfield Ave.
Fuller Park, 45th St. and Princeton Ave.
Hamilton Park, 72d St. and Normal Ave.
Sherman Park, Loomis and W. 53d Sts.

DIRECTOR CHARLES E. SCHICK.

Rogers Park Branch, 6975 N. Clark St.
Stanford Park, 14th Pl. and Union St.
Mark White Square, Halsted and 30th Sts.
Sumner School, Colorado and Kildare Aves
Shedd Park, Millard Ave. and 23d St.
W. 26th St. Br., 2548 S. Homan Ave.
Harrison High, 2850 W. 24th Bd.

DIRECTOR EDGAR A. JONAS.

Sheridan Branch, 4734 N. Racine Ave.
Seward Park, Elm and Orleans Sts.
Lincoln Center, Oakwood Bd. and Langley Ave.
Armour Square, 33d St. and Shields Ave.
Forestville School, 45th St. and St. Lawrence Ave.
Blackstone, 49th St. and Lake Pk. Ave.
Senn High, 5900 N. Glenwood Ave.

DIRECTOR SAMUEL GESSLER.

Austin, 5642 W. Lake St.
Burr School, Ashland and Wabansia Ave.
Eckhart Park, Chicago Ave. and Noble St.
Pulaski Park, Blackhawk and Noble Sts.
Stanton Park, Veeder and Reese Sts.
Hamlin Park, Barry and Hoyne Aves.
Austin High, 200 Lotos St.

DIRECTOR CARL O. BEROTH.

Woodlawn Branch, 6247 Kimbark Ave.
Scanlan School, 11725 Perry Ave.
Palmer Park, 111th St. and Indiana Ave.
Ogden Park, 64th St. and Racine Ave.
Bessemer Park, 89th St. and Muskegon Ave.
Walker, Morgan Park, Hoyne Ave. and 111th St.

DIRECTOR FRANK F. TOLLKUEHN.

West North Ave., 4021 North Ave.
Humboldt, 2553 W. North Ave.
Logan Square, 3245 Fullerton Ave.
Independence Park, Springfield and Irving Pk. Bd.
Holstein Park, Oakley Ave. and Ems St.
Kosciuszko Park, 2732 N. Avers Ave.
Hardin Square, Wentworth Ave. and 26th St.
Lake View High, 4015 N. Ashland Ave.

On motion of Director Healy, the Board adjourned.

A. H. Wilson
Secretary.

REPORT OF LIBRARIAN FOR JULY, 1918.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of July was 500,098; for the corresponding month of the previous year 443,813. The circulation was from the following sources:

Central Library	63,163
Branches	289,851
Stations	35,890
Traveling Libraries	83,989
Deposits and Miscellaneous	27,205
	500,098

The following is a summary of the books obtained at the Central Library:

Main Collection	24,200
Open Shelf	27,601
Hughes Room	3,391
Music Room	2,005
Information Desk (Teachers and special cards)	4,743
Miscellaneous	388
Books for the Blind	667
Documents	168
	63,163

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,515	135	2,650
Austin	12,675	243	12,918
Austin High (Closed)	....	....	....
Bessemer Park	4,160	176	4,336
Blackstone	10,864	277	11,141
Burr School	3,410	157	3,567
Cornell Square	2,779	75	2,854
Davis Square	1,613	64	1,677
Douglas Park	17,162	421	17,583
Dvorak Park	4,091	133	4,224
Eckhart Park	4,043	237	4,280
Englewood High (Closed)	....	....	....
Forestville School	2,799	138	2,937
Fuller Park	4,377	89	4,466
Hamilton Park	8,001	217	8,218
Hamlin Park	4,891	94	4,985
Hardin Square	3,633	121	3,754
Harrison High (Closed)	....	....	. .
Hebrew Institute	8,349	728	9.077
Holstein Park	5,359	86	5,445
Humboldt	15,806	1,443	17,249
Independence Park	5,426	159	5,585
Kelly	15,304	231	15,535
Kosciuszko	3,956	57	4,013
Lake View High (Closed)	....	....	....
Lewis Institute	12,636	549	13,185
Lincoln Center	8,524	285	8,809
Logan Square	9,768	335	10,103
McKinley Park	4,970	41	5,011
Mark White Square	4,187	70	4,257
Marshall High (Closed)	....	....	....
Morse School	4,183	206	4,389
Ogden Park	9 905	173	10,078
Palmer Park	4,127	100	4,227
Pulaski Park	2,809	67	2,876
Rogers Park	9,200	149	9,349
Scanlan School	2,451	55	2,506

Senn High (Closed)	...	....	....
Seward Park	4,766	290	5,056
Shedd's Park	4,887	279	5,166
Sheridan	15,992	293	16,285
Sherman Park	6,844	98	6,942
Stanford Park	4,833	131	4,964
Stanton Park	2,721	87	2,808
Sumner School	5,004	153	5,157
Walker	3,604	75	3,679
West 26th Street	6,970	117	7,087
Woodlawn	20,257	833	21,090
Total	289,851	9,667	299,518

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	6,400	195	6,595	Greenview	707	62	769
Argyle	350	8	358	Gresham	3,856	45	3,901
Armitage	1,471	132	1,603	Hegewisch	1,312	..	1,312
Ashburn	21	..	21	Hermosa	1,397	..	1,397
Assoc. House	728	667	1,395	Irving Park	622	50	672
Avondale	1,247	86	1,333	Jefferson Park	1,357	..	1,357
Birchwood	2,405	..	2,405	Jewish Educ. All	744	51	795
Butler House	3,271	187	3,458	Larrabee St	1,674	698	2,372
Cheltenham	1,162	38	1,200	Lawndale	2,021	...	2,021
Chicago Ave	1,057	188	1,245	Longwood	1,092	..	1,092
Chicago Lawn	2,450	..	2,450	Madison Street	1,231	753	1,984
Cicero Ave	600	50	650	Mayfair	1,222	..	1,222
Dauphin Park	1,105	103	1,208	Milwaukee Ave	309	265	574
Diversey Ave	1,625	26	1,651	Montrose	1,584	..	1,584
Dunning	1,405	..	1,405	Normal Ave	636	73	709
East Austin	897	..	897	North Ave	2,332	351	2,683
East Rogers Park	1,362	343	1,705	North Clark St	774	407	1,181
E. Sixty-third St	1,329	82	1,411	Norwood Park	505	..	505
Edison Park	584	..	584	Park Manor	3,017	173	3,190
Fernwood	1,034	..	1,034	Paulist Settlement	196	..	196
Gano	1,000	..	1,000	Ravenswood	1,795	164	1,959
Garfield	997	249	1,246	S. Ashland Ave	1,360	738	2,098
Grand Ave	756	633	1,389	South Shore	733	65	798
Grand Crossing	1,665	48	1,713	S. Western Ave	661	412	1,073

Southport Avenue.	602	176	778	West Pullman....	2,280	..	2,280
Thirty-first St.....	988	565	1,553	West Ravenswood.	1,946	146	2,092
Wakeford.....	2,351	122	2,473	W. Sixteenth St....	2,904	288	3,192
Washing'nHeights.	1,277	..	1,277	West Twelfth St.	2,274	2,280	4,554
West Brighton....	179	..	179	Wieboldt	726	....	726
West Englewood..	1,257	..	1,257				
West Harrison St.	1,147	783	1,930	Total.....	83,989	11,702	95,691

SUMMARY	DIRECT	STATIONS	TOTAL
Branches...	289,851	9,667	299,518
Traveling Libraries.	83,989	11,702	95,691
Business House Deposits.....	26,543	1,179	27,722
Miscellaneous References.....	662	.....	662
Total.....	401,045	22,548	423,593

Of the 35,890 books supplied through the Stations Department, 9,667 were sent to 42 branches and 26,223 to 67 stations. The books supplied for the same month of the preceding year numbered 45,913 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 19,235.

REFERENCE ROOM.

Number of books issued from stacks... 22,178
Number of recorded visitors..... ... 7,997

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 2,692. Visitors, 629.

HUGHES ROOM.

Volumes circulated, 3,391; pictures circulated, 319; visits from school classes, ..; recorded visitors, 2,878. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,825; newspapers, 482. Visitors, 1,382.

CIVICS ROOM.

Magazines issued, 1,675; directories consulted, 2,001; bound documents used, 1,194; books, 472; pamphlets, 5,310; visitors, 5,007.

STUDY ROOM

Volumes consulted, 1,275. Visitors, 2,967.

READING ROOM.

Periodicals issued at the counter at Central Library, 8,278. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 49,035.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 5,500; issued in July of the previous year, 5,413.

Number of juvenile cards issued, 1,840; research cards, 1; vacation cards, 874; teachers' cards, 99. The number of three-year cards outstanding is 211,417.

BINDERY DEPARTMENT.

Number of books at binderies July 1, 1918	9,616
Number of books sent to binderies in July, 1918	7,467
Total number of books at binderies in July, 1918	17,083
Number of books received from binderies in July, 1918	7,300
Number of books at binderies August 1, 1918	9,783
Number of books repaired in Library in July, 1918	4,754

GROWTH OF THE LIBRARY.

The total number of volumes in the Library August 1, 1918, was 896,966. Received since June 1, 1918, 21,354; since July 1, 1918, 9,366. Books worn out and discarded since June 1, 1918, 6,300; since July 1, 1918, 3,300. Books lost and paid for since June 1, 1918, 695; since July 1, 1918, 297. Books found and money refunded since June 1, 1918, 41; since July 1, 1918, 16.

CARL B. RODEN,
Librarian.

CHICAGO, August 12, 1918.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, SEPTEMBER 9, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Gessler, Beroth and Tollkuehn.

Absent—Directors Jonas and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held August 12, 1918, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From John J. Sonsteby in reference to contract awarded to Dowst Magazine Binder.

Referred to the Committee on Administration.

Sundry communications from Cook County Committee of the United States Fuel Administration for Illinois, all of which were referred to the Committee on Buildings and Grounds.

COMMITTEE ON LIBRARY.

In the absence of the Chairman, Director Shutter presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

B. F. Stevens & Brown, books and subscriptions, £7/18/4 (est.)	$ 37.99
A. C. McClurg & Co., books	6532.24
C. V. Ritter, books	217.20
A. L. A. Publishing Board, books	90.00
H. L. Hayward, books	36.00
Thomas B. Poole Co., books	20.00
D. B. Updike, books	18.00
Goodspeed's Book Shop, books	14 11
A. Kroch & Co., books and subscriptions	13 57
J. H. Jansen, books	12.00
Lyman M. Stearns, books	12.00
Poor's Manual Co., books	10.00
Charles Webb & Co., books	7 00
Standard Book Co., books	5.40
Baker, Voorhis & Co., books	5.00

J. M. Hanson-Bennett Magazine Agency, subscription	192.10
Geo. E. Koehler & Son, binding	803.13
Northwestern Bindery, binding	472.33
Brabandt & Valters Book Binding Co., binding	366.14
Joseph Flucke & Co., binding	240.64
Burgmeier Book Bindery, binding	153.48
John Seybold, marking on backs of books	116.94
Shelp Mfg. Co , gummed muslin	30.00
Gane Bros. & Co., glue	3 00
Gaw-O'Hara Envelope Co., book pockets, etc.	136.05
Dwight Bros. Paper Co., paper	127.17
Bradner Smith & Co., paper	42.50
Swigart Paper Co., paper	6.49
Schulkins & Co., printing finding lists	302.33
Cameron, Amberg & Co., printing, etc.	166.25
Max Stern's Sons, printing	67.75
James Watson & Co., printing	32.00
Thompson & Co., mimeograph letters	25 35
B. Lundberg & Co., stationery	22 42
George E. Cole & Co., stationery	49.70
Universal Stamp & Stencil Works, pencil tops, etc.	17.75
Goodyear Rubber Co., rubber bands	14.50
Albert Hancock & Co., paper	11.00
A. B. Dick Co., mimeographic supplies	7.70
Tablet & Ticket Co., gummed letters	6.60
Kirk's Ink Co., paste	3.50
Remien & Kuhnert Co., shellac	14.40
H. G. Wilson, Sec'y, cash expenditures, Aug., 1918	347.37
	$10,809.10

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

List of bills be paid from Kelly Branch Fund.

A. C. McClurg & Co., books	$37.68
Northwestern Bindery, binding	16.62
Geo. E. Koehler & Son, binding	4.63
	$58.93

Ryder Fund.

G. Bross Van Dort Co., books	$12.00
H. C. Perleberg, books	12.00
	$24.00

Rental Collection.

A. C. McClurg & Co., books	$66.01

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1181 vols., 10 pamphlets, 1 map,	$1682.00
Thomas Hughes Collection:	615 vols.,	540.00
School Deposit Collection:	1790 vols.,	1521.00
Branch Collection:	50 vols.,	77.00
Deposit Collection:	34 vols.,	65.00
Ryder Collection:	3 vols.,	24 00
Periodicals:		963.00
Total:	3673 vols., 10 pamphlets, 1 map.	$4872.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $49.65, be paid from the incidental fund.

Respectfully submitted,

R. G. SHUTTER,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Sept. 9, 1918.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, stated that proposals for auditing the books and accounts of the Public Library for the year ending May 31, 1919, had been received as follows:

United States Audit Company,	$175.00
Wm. W. Thompson & Co.,	300.00

and recommended, on behalf of the Committee, that a contract be awarded to the United States Audit Company.

Director Healy moved that the recommendation of the Committee be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tullkuehn and the President—7.

Nays—None.

He, also, presented a bill from Joyce & Co., in the amount of $25.00, premium on the bond of the Secretary for the year ending September 15, 1919, and moved that the bill be ordered paid.

Carried.

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Pages—Francis L. Baker, August 18; Theodore A. Johnson, August 25; Kathryn McGinness, August 13; Frank Magilner, August 15; Ruth Marlatt, August 25; Rosander Myers, July 25; Robert B. Robertson, August 28: Florence Wills, September 8.

Junior library assistant—Mildred Bard, July 29.

Senior library assistant—Martha Mott, August 25.

Leaves of absence are recommended as follows:

Mary M. Countryman, junior library assistant, from September 1, 1918, to July 1, 1919.

Selma Levinson, junior library assistant, six months from November 1, 1918.

Alberta L. McDermott, senior library assistant, one month from September 11, 1918.

Jessie W. Marks, junior library assistant, from August 27 to September 27.

Your Committee further recommends that the salaries of certain temporary janitors in branches be increased from $25 to $30 per month to conform with the schedule heretofore adopted, as follows:

Keti Bogusz—Sheridan Branch,
Frank McClain—Walker Branch,
Brice Rogers—Austin Branch.

Respectfully submitted,

R. G. Shutter,
James J. Healy,
Frank F. Tollkuehn,
Committee on Administration.

Chicago, Sept. 9, 1918.

He, also, presented the list of vacancies and appointments for the month of August, 1918, which was received and ordered published.

The following is the list:

Lewis Aaron, page, separated August 22.

George Abel, page, appointed temp. August 26, $480 per year.

Francis L. Baker, page, resigned August 18.

Mildred Bard, junior library assistant, resigned July 29.

Fannie Bates, janitress, separated August 27.

Leo A. Bergman, page, separated August 10.

Edward Bezark, page, separated August 27.

Irene Black, junior library assistant, separated August 31.

Mollie Bonar, junior library assistant, separated August 10.

Elizabeth Bowen, junior library assistant, separated August 10.

Lawrence Brejcha, page, appointed temp. August 28, $480 per year.

Florence Buckley, junior library assistant, appointed temp. August 19, $600 per year.

Marie Burns, junior library assistant, appointed temp. August 29, $600 per year; separated August 17.

Grace F. Byrne, junior library assistant, separated August 18.

Mirth M. Cole, junior library assistant, appointed temp. August 1, $600 per year.

Fred Dartsch, page, appointed temp. August 26, $480 per year.

Gertrude Dawson, junior library assistant, separated August 31.

Stanley Fernstrom, page, appointed temp. August 21, $480 per year.

Fannie Francis, junior library assistant, appointed temp. August 26, $600 per year.

William Frederickson, page, separated August 25.

Joseph Goldstein, page, appointed temp. August 28, $480 per year.

Phillipine Gosswiller, junior library assistant, appointed temp. August 26, $600 per year.

Harold Greenberg, page, appointed temp. August 5, $480 per year.

Harry Grossberg, page, appointed temp. August 29, $480 per year.

Nathan Harrison, page, appointed temp. August 12, $480 per year.

George Healey, page, separated August 10.

Evar Helm, page, appointed temp. August 26, $480 per year; separated August 26.

Abe Hoffman, page, separated August 28.

Max Hoffman, page, separated August 28.

William Ivers, window washer, appointed temp. August 2, $1080 per year.

Theodore Johnson, page, resigned August 25.

Louis Kahn, page, appointed temp. August 27, $480 per year.

Bennie Kaplan, page, appointed temp. August 6, $480 per year.

Lyons Kelliher, page, separated August 28.

Walter G. Kings, page, appointed temp. August 12, $480 per year.

Isadore Kodosh, page, appointed temp. August 28, $480 per year.

Maurice Kornreich, page, resigned Aug. 9.

Sidney Levenberg, page, appointed temp. August 5, $480 per year.

Dorothy McGary, junior library assistant, resigned August 4.

Kathryne McGinness, page. resigned August 13.

Frank Magilner, page, resigned August 15.

Elbert Makinson, page, separated Aug. 4.

Ruth Marlatt, page, resigned August 25.

Samuel Masters, page, separated August 26.

Martha Mott, senior library assistant, resigned August 25.

Alex O'Hare, page, appointed temp. August 5, $480 per year.

Anna Olson, janitress, separated Aug. 5.

Marcelo Palattao, page, appointed temp. August 23, $480 per year.

Nellie Patterson, junior library assistant, separated August 10.

Carrie Pedersen, janitress, appointed temp. August 15, $900 per year; separated August 21.

Harry Raphael, page, appointed temp. August 26, $480 per year.

Hester Reynolds, junior library assistant, separated August 25.

Robert B. Robertson, page, resigned August 28.

Brice Rogers, janitor, appointed temp. August 28, $30 per month.

Cassie Rybakowicz, junior library assistant, separated August 16.

Charles Rye, page, separated August 25.

Aloysius Schrepfer, page, separated August 25.

Annie Shepley, janitress, appointed temp. August 13, $900 per year; separated August 13.

Leonard Sher, page, separated August 13.

Rebecca Simon, junior library assistant, appointed temp. August 26, $600 per year.

Victoria M. Slavik, junior library assistant, appointed temp. August 12, $600 per year; separated August 13.

Rose Smith, junior library assistant, separated August 7.

Loren Spurling, page, appointed temp. August 29, $480 per year.

Stephen A. Thomas, page, appointed temp. August 7, $480 per year.

Adelis Thompson, junior library assistant, appointed temp. August 12, $600 per year.

Gladys Thompson, junior library assistant, separated August 4.

Mrs. L. Tripp, janitress, appointed temp. August 24, $900 per year.

Frank Vnoucek, page, separated August 28.

Daniel Weaver, janitor, appointed temp. August 12, $25 per month; separated August 31.

Wilma Wedel, junior library assistant, appointed temp. August 16, $600 per year.

Morris Weissman, page, separated August 31.

Agnes Willmarth, junior library assistant, resigned August 10.

Mrs. Katherine Wright, book repairer, resigned August 22.

Siegel Young, page, separated August 9.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$ 190.00
Louis Solomon, rent, Humboldt Branch	185.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., rent, Austin Branch	100.00
John Makowsky, rent, West North Ave. Branch	90.00
Julius Fuermann, rent, Logan Sq. Branch	75.00
Spola Vojta Naprstek (R. Dusil, Pres.), rent, W. 26th St. Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Commonwealth Edison Co., current	96.88
Peoples Gas Light & Coke Co., gas	3.54
Chicago Telephone Co., service	95 36
Consumers Co., ice	9.50
H. J. Troch, street sprinkling, etc	5.50
Toll Bros., laundering towels	84.95
Individual Towel & Cabinet Service Co., clean towel supply	20.50
Cudahy Packing Co., soap powder	25.00
James S. Kirk & Co., soap	5.40
Haegele Ice Co., ice	38.73
Marshall Field & Co., cleaning flags, etc	17.60
W. L. McKay & Co., repairing stamp machine	7.82
John J. McGrath, gold lettering doors and windows, branches	90.00
Pottinger-Flynn Coal Co., coal	531.72
Dearborn Chemical Co., oil	93.56
O. C. Keckley Co., engineering supplies	12 83
Samuel Harris & Co., machinists' supplies	11.10
D. J. Gallagher Mfg. Co., waste and wipers	27.21
Cassco Bar-Metallic Packing Co., packing	10.00
Citizens Service Bureau, street sprinkling and sidewalk cleaning	47.54
Inland Electric Co., electrical supplies	31.31
American Battery Co., positive elements and connectors	27.60
Armour Soap Works, soap powder	19.52
G. B. Davidson, accident insurance delivery truck	61.84
Inter Ocean Cabinet Co., first payment furniture contract	2400.00
Mead & Wheeler Co., oak units and cards	173.60
Library Bureau, furniture and cards	55.20
Newton & Hoit Co., furniture	28.25
Seth Thomas Clock Co., clocks	17.00
John J. Keenan & Co., repairing and refinishing desk	37.50
Veeder Mfg. Co., counters	10.61
H. Rosenbaum Roofing Co., taking up and laying tile on roof	711.22
Gallaher & Speck, renewing coil in air inlet "A"	167.60
Economy Pumping Machinery Co., repairing pump	22.40
Bullard & Gormley Co., hardware	10.04
Edward Hines Lumber Co., veneer	9.50
City Collector, third installment, special assessment paving Washington Street in front of Public Library building	546.20
Standard Oil Co., gasoline	202.40
Valvoline Oil Co., oil	21.60
Chicago Auto Equipment Co., tires, etc	50.10
Chicago Engineer Supply Co., engineers' supplies	29.27
Thomas T. Hoskins Co., repairs to automobile	25.00
Glenn E. Holmes, auto parts	7.00
Bosch Magneto Co., repairing magneto	19.33
Wayman & Murphy Co., new panel auto body and painting chassis	360 00
Maypole Garage, auto storage, etc	32.13
Milwaukee Ave. Garage, auto storage	8.00
H. G. Wilson, Sec'y, cash expenditures, Aug., 1918	69.04
	$7,558.00

He, also, presented the following list of bills for maintenance of the Hiram Kelly Branch and moved that the bills be paid from the Kelly Branch fund.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

Chicago Telephone Co., service	$3.75
Bullard & Gormley Co., hardware	1.19
Commonwealth Edison Co., current	17.53
County Collector, Cook County, improvement Normal Boulevard, special assessment	260.77
City Collector, City ot Chicago, second installment paving streets and alleys	122.80
	$406.04

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds presents the following recommendations on matters in its hands:

1. That a contract for supplying engine and dynamo oil for the year ending August 31, 1919, be awarded to the Dearborn Chemical Company in accordance with their proposal of August 29, 1918, as follows:

"It will be our purpose to guarantee that the maximum total of all bills for cylinder and engine oils that shall be used to lubricate the engines in your power plant from the first day of September, 1918, up to and including the thirty-first day of August, 1919, shall not exceed the sum of $260.00 for the said period of one year. These oils are to be billed to you at the following prices:

"Ft. Douglas 3x Cylinder Oil, 65c per gallon. Less discount of 10%.

"Ft. Lincoln Engine and Dynamo Oil, 48c per gallon. Less discount of 10%.

"The oils delivered to you by our trucks at your power plant without charge to you and with no charge for barrels or containers.

"The above prices will be attached to the bills rendered to you at such times as the lubricating oils are ordered by you, and the Chicago Public Library is to pay the face value of said bills. At the expiration of one year, as stated above, if the face value of these bills exceeds the sum of $260 00, we are to rebate any amount in excess of this contract price. In other words, if the face value of the bills does not total the sum of $260.00 for the same period of one year, you are only to pay the face value of the bills as shown.

"We agree, as we have in the past, to be at all times responsible for any trouble in your boilers due to the oils which we are supplying you with and guarantee these oils, as in the past, to be of the very highest grade of Pennsylvania stock and absolutely uniform in character."

2. Proposals for supplying coal for the various branch libraries, in accordance with the following estimated requirements, were received by your Committee:

Branch	Location	Size	Requirements	Storage capacity
Hiram Kelly	62d and Normal Avenue	Mine Run	70 tons	50 tons
Blackstone	49th and Lake Pk. Avenue	" "	70 "	50 "
Woodlawn	6247 Kimbark Avenue	" "	70 "	30 "
Douglas Pk.	1212 S. St. Louis Avenue	" "	50 "	30 "
Humboldt Pk.	2553 W. North Avenue	" "	35 "	30 "
Walker	111th and Hoyne Avenue (Morgan Pk.)	" "	20 "	20 "

Your Committee recommends that a contract be awarded to Pottinger-Flynn Coal Company on their proposal as follows:

"We propose to furnish you with Mine Run coal (Franklin County or Carterville grade), as per the amount of tonnage covered in your specifications for your several branches, at a price of $5.70 per ton. The carrying charge for coal as specified by the Federal Fuel Administration is 45c a ton, and in any places where it is necessary to carry in coal of course it will apply on your bill.

"The above price is based on immediate delivery of your storage capacity, as specified in your proposal, and of course in future this will be subject to any raise or decline in price owing to Fuel Administration rulings."

The above contracts are awarded to the lowest bidder in each case.

All of which is respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
SAMUEL GESSLER,
Committee on Buildings and Grounds.

CHICAGO, Sept. 9, 1918.

He, also, presented the following report:

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds presents herewith a complete set of drawings and specifications for the new regional branch library on Crawford avenue at Wilcox and Monroe streets.

Your Committee has gone over the plans and details with care and now presents them for the approval of the Board.

Respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
SAMUEL GESSLER,
Committee on Buildings and Grounds.

CHICAGO, Sept. 9, 1918.

Director Tollkuehn moved that the plans and specifications for the new regional branch building, as submitted by the Committee, be approved and that the Committee on Buildings and Grounds and the President be authorized to proceed with the securing of the necessary permits and to advertise for proposals for the work required in the erection of the building.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of August, 1918, which was received and ordered published.

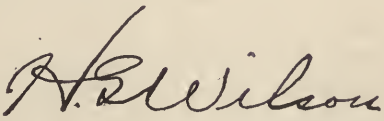
NEW BUSINESS.

The Librarian stated that he had received a communication from Bessie Drake, 7214 Cornell avenue, stating that a book drawn on her library card had been destroyed in a fire at her home and asking that the price of the book be remitted.

Director Shutter moved that the request be granted.

Carried.

On motion of Director Shutter, the Board adjourned.



Secretary.

REPORT OF LIBRARIAN FOR AUGUST, 1918.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of August was 487,258; for the corresponding month of the previous year 457,861. The circulation was from the following sources:

Central Library	63,792
Branches	283,387
Stations	32,231
Traveling Libraries	82,105
Deposits and Miscellaneous	25,743
	487,258

The following is a summary of the books obtained at the Central Library:

Main Collection	22,828
Open Shelf	28,221
Hughes Room	3,334
Music Room	1,862
Information Desk (Teachers and special cards)	6,432
Miscellaneous	306
Books for the Blind	738
Documents	71
	63,792

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2 315	124	2,439
Austin	12,835	200	13,035
Austin High (Closed)	....	....	....
Bessemer Park	3,884	159	4,043
Blackstone	10,460	207	10,667
Burr School	3,056	113	3,169
Cornell Square	2,696	72	2,768
Davis Square	1,328	36	1,364
Douglas Park	14,720	372	15,092
Dvorak Park	3,562	132	3,694
Eckhart Park	3,837	178	4,015
Englewood High (Closed)	....	....	....

Forestville School	2,530	112	2,642
Fuller Park	3,908	64	3,972
Hamilton Park	8,186	236	8,422
Hamlin Park	4,621	81	4,702
Hardin Square	3,110	104	3,214
Harrison High (Closed)	....	....	....
Hebrew Institute	7,268	539	7,807
Holstein Park	4,875	73	4,948
Humboldt	14,990	1,423	16,413
Independence Park	5,271	96	5,367
Kelly	14,869	192	15,061
Kosciuszko	3,551	83	3,634
Lake View High (Closed)	....	....	....
Lewis Institute	12,610	452	13,062
Lincoln Center	8,166	215	8,381
Logan Square	9,575	278	9,853
McKinley Park	4,581	43	4,624
Mark White Square	3,913	84	3,997
Marshall High (Closed)	....	....	....
Morse School	4,231	191	4,422
Ogden Park	9 505	119	9,624
Palmer Park	4,194	84	4,278
Pulaski Park	2,713	72	2,785
Rogers Park	9,347	112	9,459
Scanlan School	2,120	17	2,137
Senn High (Closed)	...	....	....
Seward Park	5,071	311	5,382
Shedd's Park	5,138	242	5,380
Sheridan Park	15,520	284	15,804
Sherman Park	6,511	131	6,642
Stanford Park	5,228	97	5,325
Stanton Park	2,469	96	2,565
Sumner School	4,488	147	4,635
Walker	3,434	109	3,543
West North Ave	5,813	17	5,830
West 26th Street	6,450	101	6,551
Woodlawn	20,438	652	21,090
Total	283,387	8,450	291,837

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	..	....	
Argyle	1,071	8	1,079
Armitage	1,296	126	1,422
Ashburn	..	....	
Assoc. House	497	628	1,125
Avondale	1,043	69	1,112
Birchwood	2,704	..	2,704
Butler House	2,724	162	2,886
Cheltenham	1,132	33	1,165
Chicago Ave.	898	175	1,073
Chicago Lawn	2,303	..	2,303
Cicero Ave	774	47	821
Dauphin Park	1,183	87	1,270
Diversey Ave.	1,603	28	1,631
Dunning	1,449	..	1,449
East Austin	1,113	..	1,113
East Rogers Park	1,450	217	1,667
E. Sixty-third St.	1,648	53	1,701
Edison Park	787	..	787
Fernwood	988	..	988
Gano	..	..	....
Garfield	868	228	1,096
Grand Ave.	624	553	1,177
Grand Crossing	1,593	42	1,635
Greenview	629	61	690
Gresham	4,012	33	4,045
Hegewisch	1,206	..	1,206
Hermosa	1,581	..	1,581
Homan	407	..	407
Irving Park	605	39	644
Jefferson Park	1,140	..	1,140
Jewish Educ. All.	562	46	608
Larrabee St	1,855	644	2,499
Lawndale	1,990	...	1,990
Longwood	1,050	..	1,050
Madison Street	1,224	784	2,008
Mayfair	1,155	..	1,155
Milwaukee Ave.	841	264	1,105
Montrose	1,567	..	1,567
North Clark St.	813	432	1,245
Norwood Park	504	..	504
Park Manor	2,997	184	3,181
Paulist Settlement	57	..	57
Ravenswood	1,955	171	2,126
S. Ashland Ave.	1,096	651	1,747
South Shore	820	64	884
S. Western Ave.	599	352	951
Southport Avenue	524	160	684
Thirty-first St.	1,028	580	1,608
Wakeford	1,893	140	2,033
Washing'n Heights	618	..	618
West Brighton	167	..	167
West Englewood	1,182	..	1,182
West Harrison St.	907	588	1,495
West Pullman	2,229	..	2,229
West Ravenswood	2,144	155	2,299
W. Sixteenth St.	2,916	311	3,227
West Twelfth St.	2,169	2,011	4,180
Wieboldt	2,393	....	2,393
Total	82,105	10,300	92,405

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	283,387	8,450	291,837
Traveling Libraries	82,105	10,300	92,405
Business House Deposits	25,245	1,080	26,325
Miscellaneous References	498	.....	498
Total	391,235	19,830	411,065

Of the 32,231 books supplied through the Stations Department, 8,450 were sent to 43 branches and 23,781 to 65 stations. The books supplied for the same month of the preceding year numbered 45,619 volumes.

The circulation department was open on 27 week days. The daily average week day circulation was 18,047.

REFERENCE ROOM.

Number of books issued from stacks... 20,351
Number of recorded visitors..... ... 7,584

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 2,384. Visitors, 573.

HUGHES ROOM.

Volumes circulated, 3,334; pictures circulated, 325; visits from school classes, ..; recorded visitors, 2,863. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,175; bound newspapers, 429. Visitors, 1,284.

CIVICS ROOM.

Magazines issued, 1,807; directories consulted, 1,934; bound documents used, 1,243; books, 373; pamphlets, 4,560; visitors, 4,228.

STUDY ROOM (Closed during August.)

Volumes consulted, ... Visitors, ...

READING ROOM.

Periodicals issued at the counter at Central Library, 9,208. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 47,349.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 5,036; issued in August of the previous year, 4,798.

Number of juvenile cards issued, 1,537; research cards, 3; vacation cards, 403; teachers' cards, 84. The number of three-year cards outstanding is 211,993.

BINDERY DEPARTMENT.

Number of books at binderies August 1, 1918..... 9,783
Number of books sent to binderies in August, 1918..... 2,772
Total number of books at binderies in August, 1918..... 12,555
Number of books received from binderies in August, 1918... 3,919

Number of books at binderies September 1, 1918..... 8,636
Number of books repaired in Library in August, 1918..... 3,984

GROWTH OF THE LIBRARY.

The total number of volumes in the Library September 1, 1918, was 908,158. Received since June 1, 1918, 36,231; since August 1, 1918, 14,877. Books worn out and discarded since June 1, 1918, 9,800; since August 1, 1918. 3.500. Books lost and paid for since June 1, 1918, 896; since August 1, 1918, 201. Books found and money refunded since June 1, 1918, 57; since August 1, 1918, 16.

CARL B. RODEN,
Librarian.

CHICAGO, September 9, 1918.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, SEPTEMBER 23, 1918.

OFFICIAL RECORD.

There were present, when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick and Tollkuehn.

Absent—Director Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held September 9, 1918, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Clifford W. Barnes, President of the War Community Service, with reference to the soldiers' canteen in the Library building.

Referred to the Committee on Buildings and Grounds.

From Elizabeth B. Martin, Vice-Chairman Thirty-first Ward Woman's Committee Council of National Defense, requesting permission to use one of the rooms in the Hiram Kelly Branch in connection with the work of Local Exemption Board No. 71.

Director Healy moved that the request be granted.

Carried.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, Director Shutter moved that matters in the hands of the Committee be considered in open Board.

Carried.

Director Shutter presented the following:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library desires to report on several matters in its hands as follows:

That Traveling Libraries be installed,

under the usual arrangements, in the following locations:

Gage Park community house, in charge of a committee of the Gage Park School Parents' and Teachers' Association.

At 2273 Lincoln avenue, in charge of Storekeeper E. B. Hopp.

That a delivery station be installed in the drug store of James W. Swope, 73rd street and South Shore avenue, subject to the usual conditions.

That applications for delivery stations from the following persons be filed for the reasons stated:

Bernard McMahon, 99th and Throop streets, because of proximity to the Longwood Park Deposit Station.

Theodore C. Hunt, 4932 Armitage avenue, because the character of the neighborhood does not warrant the installation at present.

Robert C. Kirton, 3531 Indiana avenue, because the quarters offered are unsuitable.

CHICAGO, Sept. 23, 1918.

Director Tollkuehn moved that the Board concur in the recommendations.

Carried.

Director Shutter also presented the following:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1476 vols.,	$1701.00
Branch Collection:	1926 vols.,	1701.00
Deposit Collection:	905 vols.,	856.00
School Deposit Collection:	87 vols.,	54.00
High School Collection:	38 vols.,	35.00
Kelly Collection:	94 vols.,	85.00
Rental Collection:	79 vols.,	75.00
Total:	4605 vols.,	$4507.00

CHICAGO, Sept. 23, 1918.

Director Shutter moved that the recommendation be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Directors Jonas and Gessler entered the room and took their seats.

Director Shutter stated that in accordance with the usual custom bids had been requested for supplying periodicals for the year 1919, and of the five lists sent out two were returned without figures and two did not respond, and moved that a contract for supplying periodicals for 1919 be awarded to Hansen-Bennett Magazine Agency on their bid of $6,402.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the report of the United States Audit Company on their audit of the books and accounts of the Library for the three months ended August 31, 1918, which was received and ordered published.

The following is the report:

September 21, 1918.

To the President and Board of Directors, The Chicago Public Library, Chicago.

Gentlemen:—In accordance with instructions, we have audited the books and accounts of the Chicago Public Library for the three months ended August 31, 1918.

We compared the vouchers with the entries in the Cash Book and Voucher

Record, and verified the Receipts from Fines, Books Lost, Deposits, etc., by a comparison with the Branch Library Daily Receipt books and stubs of the Deposit Receipt books.

We proved the footings of all books of original entry and traced the postings therefrom to the General Ledger.

We verified the Cash Account by checking the bank accounts and counting the cash in the office.

We inspected and checked the securities representing the various investments in the presence of Secretary Wilson and of Director F. F. Tollkuehn.

We submit herewith various statements, as indexed, which contain full details of the transactions for the period under audit, and which are correct and in accordance with the books.

Yours very truly,
UNITED STATES AUDIT CO.
WHITNEY B. FLERSHEM,
Certified Public Accountant.

FUNDING BALANCE SHEET, AUGUST 31, 1918.

Fund Assets.

Public Library Fund:		
Taxes Collectible 1916	$ 62,285.12	
Taxes Collectible 1917	367,835.39	
Cash in hands of City Treasurer	45,411.97	
Total Public Library Fund Assets	475,532.48	
Less: Sale 1917 Tax Warrants	70,000.00	
		$405,532.48
Current and Trust Funds:		
Bonds	277,411.76	
Certificate of Deposit	588.24	
Cash	3,923.00	
Secretary's Petty Cash	416.41	
Total Current and Trust Fund Assets		282,339.41
Total Fund Assets		$687,871.89

Fund Liabilities.

Public Library Fund	$ 405,532.48	
Petty Cash	500.00	
Current and Trust Funds:		
Kelly Fund	200,000.00	
Kelly Fund Increment	65,000.00	
Beecher Fund Income	5.04	
Beecher Fund	2,000.00	
Kelly Branch	688.55	
Ryder Fund	10,000.00	
Ryder Fund Income	193.70	
Jackson Fund	1,000.00	
Jackson Fund Income	134.30	
Security Deposits	1,340.50	
Special Deposits	100.00	
Rental Collections	1,377.32	
Total Current and Trust Fund Liabilities	281,839.41	
Total Fund Liabilities		$687,871.89

CASH RECEIPTS AND DISBURSEMENTS FOR THE THREE MONTHS ENDED AUGUST 31, 1918.

Receipts.

Taxes 1917	$ 118,896.10		
Sale of Tax Warrants 1917	70,000.00		
		$188,896.10	
Plus: Cash in hands of City Treasurer for Redemption of 1917 Tax Warrants	20,779.22		
Interest on Balance with City Treasurer	43.45		
Quarterly Receipts	1,079 41	21,902.08	
Total Cash Receipts		210,798.18	
Add: Balance May 31, 1918		359.12	
			211,157.30

Disbursements.

Salaries: Main Library	$ 69,412.34		
Branches	37,419.66		
Delivery Stations	3,137.30		
		109,969.30	
Delivery Stations: Miscellaneous		2,054.34	
Branches: Miscellaneous		4,043.44	
Books		23,227.75	
Binding		9,017.02	
Finding List		1,071.26	
Printing and Stationery		2,286.27	
Periodicals		310.52	
Miscellaneous		1,382.82	
Fuel		4,253.09	
Heating and Generating Plant		475.04	
Electric Supplies and Repairs		207.12	
Elevator Supplies and Repairs		87.35	
Janitor's Expense		167.25	
Furniture and Fixtures		3,457.29	
Insurance		410.62	
Freight and Expressage		38.58	
Postage		856.26	
Books Lost and Paid for—Refunds		66.75	
Repairs, Alterations and Improvements		2,335.96	
Branch Buildings and Grounds		27.30	
Total Disbursements			165,745.33
Balance on hand August 31, 1918			$ 45,411.97

Current and Trust Funds.

Cash Receipts and Disbursements for the Three Months Ended August 31, 1918.

Receipts.

	Total.	August.	July.	June.
Kelly Branch	$ 3,534.08	$ 2.96	$2,850.46	$ 680.66
Ryder Fund Income	122.91	10.00	62.91	50.00
Jackson Fund Income	1.79	....	1.79	....
Rental Collections	351.82	107.92	129.12	114.78
Secretary's Petty Cash	1,376.38	378.08	498.34	499.96
Miscellaneous	274.14	62.43	84.21	127.50
Finding Lists	54.79	17.07	21.12	16.60
Books Lost and Paid for	750.48	156.53	238.05	355,90
Deposits	950.35	308.25	345.25	296.85
Fines	6,014.22	1,960.13	1,939.45	2,114.64
Beecher Fund Income	41.06	.... .	1.06	40.00
Total Receipts	$13,472.02	$3,003.37	$6,171.76	$4,296.89
Add: Cash Balance May 31, 1918	3,032.19	4,961.61	3,139.71	3,032.19
	$16,504.21	$7,964.98	$ 9,311.47	$7,329.08

Disbursements.

Treasurer	$ 1,079.41	$ 236.03	$ 343.38	$ 500.00
Pension Fund	6,014.22	1,960.13	1,939.45	2,114.64
Kelly Branch	2,992.28	1,074.97	1,294.01	623.30
Ryder Fund Income	20.10	16.05	4.05	.... .
Books	88.95	33.18	30.96	24.81
Branches	71.43	15.68	21.45	34.30
Books Lost and Paid for—Refunds	66.75	20.61	16.69	29.45
Deposits	878.85	312.25	271.50	295.10
Delivery Stations—Miscellaneous	41.92	31.34	8.70	1.88
Freight and Expressage	38.58	26.61	7.63	4.34
Heating and Generating Plant	6.50	3.30	1.60	1.60
Miscellaneous Expense	52.81	16.62	13.61	22.58
Periodicals	42.06	22.25	6.30	13.51
Postage	856.26	240.36	260.33	355.57
Printing and Stationery	17.80	1.00	8.50	8.30
Rental Collections	267.50	26.14	83.37	157.99
Elevator Supplies and Repairs	2.31	.....	2.31	.....
Binding	3.36	3.36	....	.....
Janitor's Expense	2.10	2.10	..	.....
Beecher Fund Income	38.02	.....	36.02	2.00
Total Disbursements	$12,581.21	$4,041.98	$4,349.86	$4,189.37
Cash Balance Aug. 31, 1918	$ 3,923.00	$3,923.00	$4,961.61	$3,139.71

Current and Trust Funds—Summary of Balances.

	June, 1918.	July, 1918.	August, 1918.
Kelly Fund	$ 200,000.00	$200,000.00	$200,000.00
Kelly Fund Increment	65,000.00	65,000.00	65,000.00
Kelly Branch	204.11	1,760.56	688.55
Ryder Fund	10,000.00	10,000.00	10,000.00
Ryder Fund Income	140.89	199.75	193.70
Beecher Fund	2,000.00	2,000.00	2,000.00
Beecher Fund Income	40.00	5.04	5.04
Jackson Fund	1,000.00	1,000.00	1,000.00
Jackson Fund Income	132.51	134 30	134.30
Security Deposits	1,270.75	1,344.50	1,340.50
Special Deposits	100.00	100.00	100.00
Rental Collections	1,249.79	1,295.54	1,377.32
Incidental Fund (Petty Cash)	500.00	500.00	500.00
	$281,638.05	$283,339.69	$282,339.41
Less: Amount due from City Comptroller for Secretary's Petty Cash Fund	498.34	378.08	416.41
	$281,139.71	$282,961.61	$281,923.00
Made up as follows:			
Bonds—Book Value	$277,411.76	$277,411.76	$277,411.76
Certificates of Deposit	588.24	588.24	588.24
Cash	3,139.71	4,961.61	3,923.00
	$281,139.71	$282,961.61	$281,923.00

Reconciliation of Trust Funds, August 31, 1918.

Trust Funds:		
Hiram Kelly Bequest	$200,000.00	
William Ryder Bequest	10,000.00	
Jerome Beecher Bequest	2,000.00	
H. W. Jackson Bequest	1,000,00	
Hiram Kelly Increment	65,000.00	
		$278,000.00
Investments:		
Municipal, Liberty Loan, and Sundry Bonds (par value $278,000.00)	$277,411.76	
Certificate of Deposit No. 10976	588.24	
		$278,000.00

Reconciliation of Cash Account
August 31, 1918.

First National Bank:		
Balance per Bank Statement		$ 4,798.40
Deduct: Outstanding Checks (Schedule "1")		2,218.06
Balance per Books		2,580.34
Union Trust Company:		
Balance per Bank Statement	1,092.32	
Deduct: Outstanding Checks	403.77	
Balance per Books		688.55
Illinois Trust and Savings Bank:		
Balance—Savings Account		333.04
Total Bank Balances		$3,601.93
Add: Deposits September 1 to 19, 1918, inclusive:		
First National Bank	938.14	
Union Trust Company	119.60	
Illinois Trust and Savings Bank	14.90	1,072.64
		4,674.57
Deduct: Withdrawals September 1 to 19, 1918, inclusive:		
Union Trust Company	784.61	
Illinois Trust & Savings Bank	24.00	808.61
Balance in Banks as per books September 19, 1918		3,865.96
Add: Cash per Count September 19, 1918	185.03	
Disbursements September 1 to 19, 1918	961.24	1,146.27
		5,012.23
Deduct: Receipts September 1 to 19, 1918		1,089.23
Balance per Books August 31, 1918		$3,932.00

Outstanding Checks, August 31, 1918.

First National Bank:

No. 6656	$ 2.70
6713	2.00
6737	3 00
6753	5.00
6763	2.00
6767	1.40
6772	5.80
6776	236.03
6777	1,960.13
	$2,218.06

Union Trust Company:

No. 2669	$26.62
2645	29.63
2664	58.07
2665	65.33
2666	18.43
2667	26.62
2671	22.45
2672	26.62
2673	41.29
2674	31.45
2675	30.64
2668	26.62
	$403.77

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Pages — Erwin Baum-Gardner, September 21; Sidney R. Bolotin, September 11; Harold Kaufman, September 14; Carl T. Lewerenz, September 10; Richard Regensburger, September 17; Herman Reinstein, September 15; Paul Rupprecht, September 17; John V. Ryan, September 30; Robert E. Shoemake, September 8; Eli Tigay, September 25.

Book repairer—Katherine S. Wright, August 22.

Messenger—Edward C. Johnson, September 20.

Junior library assistants — Winifred Bright, September 21; Jennie TenCate, September 10.

Senior library assistant—Roey Cowen, September 6.

It is further recommended that leaves of absence be granted as follows:

B. Rosalie Beale, senior library assistant, one year from October 10.

Albert Finkle, messenger, one year from September 11.

Joseph Greengard, page, one year from September 23.

Rosalind Mason, junior library assistant, from September 9 to October 20.

Helen Browne, senior library assistant, extension of leave for one month from September 1.

Mary Mangan, janitress, extension of leave for three months from September 22.

Axel F. Olson, window washer, extension of leave for three months from September 28.

Helen Fix, senior library assistant, from September 25 to February 1.

Prudence Higley, senior library assistant, six months from September 11.

Your Committee also recommends that the staff be organized under direction of the Librarian for participation in the Fourth Liberty Loan.

Respectfully submitted,

R. G. Shutter,
Frank F. Tollkuehn,
James J. Healy,
Committee on Administration.

Chicago, Sept. 23, 1918.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, recommended on behalf of the Committee, that permission be given to the Woman's Committee of the Fourth Liberty Loan to maintain a booth in the Library building for the purpose of soliciting subscriptions during the coming Liberty Loan campaign.

Director Schick moved that the recommendation of the Committee be concurred in, and that the booth be installed under the direction of the Librarian.

Carried.

Director Beroth entered the room and took his seat.

NEW BUSINESS.

Director Healy moved that the sum of one hundred dollars be appropriated to defray the expenses of delegates from the Library to the Illinois Library Association meeting to be held at Peoria.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Jonas, Gessler, Beroth, Tullkuehn and the President—8.

Nays—None.

The Secretary stated that 250 wooden boxes used for transporting books in the deposits and branches departments were badly needed, and that two proposals for supplying them had been received as follows:

Chicago Mill & Lumber Co., $1.05 each
D. M. Goodwillie Co., 1.25 "

Director Tollkuehn moved that the Secretary be authorized to purchase 250 boxes from the Chicago Mill & Lumber Co., in accordance with their proposal of $1.05 each.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

Director Jonas asked consent to revert to Reports from Standing Committees.

There being no objection it was so ordered.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—At the instance of the Committee on Library the Librarian has compiled a tabulated statement exhibiting the practice of the principal American public libraries in the matter of dealing with books on their shelves which might be regarded as favoring the side of the enemy in the present war, of as subversive of the aims, objects and policies of this country. From this it appears that the subject has engaged the serious attention of all such libraries and that a fairly uniform method of procedure has resulted, briefly, to the following effect:

That none of the libraries reporting has withdrawn all German books from circulation. One library, however, has withdrawn all such books from its open shelves.

That none has withdrawn all German books published since the beginning of the war in 1914.

That all but one have withdrawn all German books dealing with any or all phases of the war, descriptive, narrative, historical or controversial.

That only one library has withdrawn any German books published before the war. This comprises the large class of works by leaders of German thought and expounding German doctrines and political aspirations in general.

All libraries agree in withdrawing all books containing pro-German propaganda on the issues of the present war or Germany's policies and practices in the conduct thereof.

In some cases books are merely segregated and persons applying for them must satisfy the librarian of their good faith.

The correspondence and the tabulated statement from which the above is derived are on file in the Librarian's office, but seem too voluminous for inclusion with this report.

The Librarian has also informed the Committee that this library has definitely withdrawn, for the period of the war, all books known or believed to contain pro-German propaganda in English, German and Swedish (which is the only other language in which such books have been published). German works in other classes, novels, poetry, travel, etc., published long before the war, have not been withdrawn and are still available on the open shelves and through the cata-

logues. German books and magazines published since 1914 have all been withdrawn. All propaganda material in pamphlet form on both sides has been kept secluded, uncatalogued and unavailable for public use until after the close of the war in the belief that it will be a more useful function for the Library to preserve this material intact for the future historians than to supply even that part of it supporting the allies' side at the present time.

In general it appears that the practice of this Library coincides closely with that of other American public libraries. These institutions have steadfastly insisted upon their right and duty to collect and preserve all printed material on both sides of the war, so far as they were able to do so, for the benefit of future research. They all agree, however, that anything tending to give aid and comfort to the enemy, or support his side, must be kept out of public circulation. Our own Library has evidently followed this course as closely as any other, and has gone farther along the path of prudence than some.

This report is submitted to the Board for its information and for any action that may appear advisable.

Respectfully submitted,

EDGAR A. JONAS,
R. G. SHUTTER,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Sept. 23, 1918.

On motion of Director Shutter, the Board adjourned.

A. L. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, OCTOBER 14, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Jonas, Gessler and Tollkuehn.

Absent—Directors Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held September 23, 1918, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From the firemen, oilers and coal passers in the employ of the Board in reference to their salaries.

Referred to the Committee on Administration.

The following communication from L. E. Gosselin, Deputy Comptroller, which was received and placed on file:

"Office of the Comptroller.
"Chicago, Oct. 10, 1918.

"*Mr. H. G. Wilson,*
"*Secretary Public Library.*

"*Dear Sir*:—Enclosed please find statement showing analysis of County Collector's report—taxes of 1916 and 1915 and prior—for the Public Library.

"Yours truly,
"L. E. Gosselin,
"*Deputy Comptroller.*"

TAXES 1916:	
Total tax extension based on valuation and rate..	$576,345.18
Gain in extension.....	84.60
Total tax extended.....	576,429.78
LOSSES:	
Forfeited to State..... $	2,557.38
Judgments refused.....	2,086.67
Errors.....	448.79
Pending.....	1,035.07
Personal property uncollected	20,642.35
Total losses	26,770.26
Total amount collected..	549,659.52
COSTS:	
Town Collector's commission 2%.....	2,360.00

County Collector's commission 1%	4,316.60
County Clerk's fee	655.03
Total costs	7,331.63
Cash received, Town Collector	115,639.90
Cash received, County Collector	426,687.99
Total cash recelved acct. taxes 1916	542,327.89

TAXES 1915 AND PRIOR:

Amount extended in warrant 1916	22,466.28
Amount extended on warrant 1916 omitted in prior years	3,310.30
Amount collected not on warrant	2,235.57
Total amount to be collected	28,012.15
Losses:	
Forfeited to State	21,905.57
Judgments refused	499.27
Errors	3,028.51
Total loss	25,433.35
Collections	2,578.80
County Collector 1% commission	25.78
Total cash received acct. taxes 1915 and prior	2,553.02

SUMMARY.

Total taxes 1916	542,327.89
Total taxes 1915 and prior	2,553 02
Grand total cash received	544,880.91
Amount distributed	514,060.06
To be distributed	$ 30,820.85

The following communication from the Secretary of the Public Library Employés Pension Fund was received and ordered published:

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—At the election of trustees for the Public Library Employés Pension Fund held October 7, 1918, the following were elected for the terms specified:

From the Board of Directors: Mr. Samuel Gessler, one-year term, to succeed himself.

From employés contributing to the fund: Mr. James J. Linehan, two-year term, to succeed himself.

Respectfully submitted,

H. G. WILSON, *Sec'y.*

Oct. 14, 1918.

Also presented the following:

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—The Public Library Employés Pension Fund through its Board of Trustees has subscribed for $15,000.00 of the Fourth Liberty Loan Bonds, $10,000.00 of which is a cash subscription and $5.000.00 on deferred payments. The approval of your honorable Board is hereby requested.

Very truly yours,

H. G. WILSON, *Sec'y.*

Oct. 14, 1918.

Director Healy moved that the Board approve of the purchase of the bonds.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of

book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	2962 vols., (26 pamphlets)	$2875.00
Thomas Hughes Collection:	36 vols.,	31 00
Deposit Collection:	2688 vols.,	2515 00
Branch Collection:	3934 vols.,	3619.00
High School Collection:	79 vols.,	91 00
Ryder Fund	3 vols.,	50 00
Kelly Fund	146 vols.,	132 00
Rental Collection:	117 vols.,	111.00
	9965 vols., (26 pamphlets)	$9424.00

Periodicals, $51.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $61.14, be paid from the incidental fund.

Respectfully submitted,

EDGAR A. JONAS,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Oct. 14, 1918.

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library begs leave to submit the following recommendations:

In response to a request from citizens of that part of the Eighth Ward, known as Irondale, for library facilities at Trumbull Park, we recommend, inasmuch as the quarters provided in the park field house are too small for a satisfactory branch installation, that a deposit collection be placed in this location and that authority be given for the employment of a custodian at a salary of forty dollars per month. Furniture and other accommodations are provided on the usual basis by the South Park Commission.

A request has been received from the South Park Commission for the reduction of library hours in certain of the South Park branches in the interests of fuel conservation. We therefore recommend that the Librarian be authorized to adjust the hours of opening in such branches in conformity with these conditions, so far as this may be done without serious disturbance of library service.

Respectfully submitted.

EDGAR A. JONAS,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Oct. 14, 1918.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

Ulrico Hoepli, books, Lira 62.00 (est.)	$ 11.78
A. C. McClurg & Co., books	7502.28
A. Kroch & Co., books and subscriptions	1187 12
Librarian of Congress, printed cards and proof sheets	1000.00
H. W. Wilson Co., books and subscriptions	78.82
C. Grentzebach, books	49.82
H. R. Huntting Co., books	35 05
Admiralty Publishing Co., books	26.55
G. E. Stechert & Co., books	23.75
H. L. Polk & Co., books	20 00
U. S. Naval Institute, books	17.73
Mohr Map Co., books	9 00
Exporters' Encyclopædia Co., books	8 50
Clayton F. Summy Co., hinging music	6.40
J. M. Hanson-Bennett Magazine Agency, subscriptions, annual, etc.	6329.00
R. S. Henshaw, subscriptions to newspapers	51.40
Brabandt & Valters Book Binding Co., binding	1121.86
Geo. E. Koehler & Son, binding	924 95
Joseph Flucke & Son, binding	300.55
Burgmeier Book Bindery, binding	221.00
John Seybold, marking books	89.77

Barrett Bindery Co., binders	14.35
Kirk's Ink Co., paste	11.25
Gane Bros. & Co., glue	3 00
Tucker-Kenworthy Co., printing	94.75
Dwight Bros. Paper Co., paper	63.71
James White Paper Co., paper	38.14
Bradner Smith & Co., paper	73.46
J. W. Butler Paper Co., paper	55.25
Gaw-O'Hara Envelope Co., envelopes	52.32
Parker, Thomas & Tucker Paper Co., paste	8.40
James Watson & Co., printing	56.25
Dennison Mfg. Co., glue, etc.	19.60
Universal Stamp & Stencil Works, ink pads and ink	10.00
Hammond Typewriter Co., shuttle, shields, ribbon	7.40
A. B. Dick Co., ink	6.00
George E. Cole & Co., stationery	4.70
H. G. Wilson, Sec'y, cash expenditures, Sept., 1918	334.32
	$19,868.23

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

List of bills be paid from Kelly Branch Fund.

A. C. McClurg & Co., books	$ 4.36
Brabandt & Valters Book Binding Co., binding	26.46
Geo. E. Koehler & Son, binding	10.87
J. M. Hanson-Bennett Mag. Agency, subscriptions	170.50
	$212.19

Bills to be paid from Ryder Fund Income Account.

A. Kroch & Co., books	$ 67.68
J. M. Hanson-Bennett Mag. Agency, subscriptions	50.00
	$117.68

Rental Collection.

A. C. McClurg & Co., books	$11.00

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Pages—Max Cohen, September 29; Ralph Erickson, October 13; Mentor H. Klein, October 10; Marvin Walker, October 1.

Junior library assistants—Sarah Elkin, September 25; Frances M. Fowler, September 13; Katherine Hitt, October 10; Juliet Norkin, September 25; Hester Wentworth, September 24.

Senior library assistant—Ivae Walker, October 6.

Coal passer—John J. Nugent, October 7.

It is further recommended that leaves of absence be granted as follows:

Benjamin Einhorn, page, one year from September 30.

Arthur Klein, page, one year from October 1.

Otto Laske, page, one year from October 1.

Benjamin M. Levin, page, one year from October 1.

Joseph M. Lindenbaum, page, one year from October 2.

Bruno Nowakowski, page, one year from October 1.

John V. Ryan, page, one year from October 1.

Benjamin Schenker, page, one year from October 1.

William Schrero, page, one year from October 3.

Stella A. Turek, junior library assistant, two months from October 1.

Marion Oliver, senior library assistant, one year from November 1.

Florence Arnold, senior library assistant, extension of leave from September 20, 1918, to May 1, 1919.

Josephine Cubecheck, janitress, extension of leave for three months from October 15.

Rosalind Mason, senior library assistant, extension of leave for two months from October 20.

Respectfully submitted,

R. G. SHUTTER,
FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Oct. 14, 1918.

He, also, presented the following list of vacancies and appointments for September, 1918, which was received and ordered published:

George Abel, page, separated September 11.

Merle Albert, junior library assistant, appointed temp. September 4, $600 per year; separated September 23.

Myrtle Anderson, junior library assistant, appointed temp. September 16, $600 per year; separated September 16.

Robert Badden, page, appointed temp, September 26, $480 per year.

Frank Bartuska, page, appointed temp. September 12, $480 per year.

George Bastain, page, appointed temp. September 23, $480 per year.

Erwin Baum-Gardner, page, resigned September 21.

Lawrence Beardsley, page, appointed temp. September 12, $480 per year; separated September 19.

Bertram Bell, page, separated September 10; appointed September 11, $510 per year.

Reuben Bernberg, page, appointed temp. September 4, $480 per year; separated September 6.

Sidney Bolotin, page, resigned September 11.

Raymond Borling, page, separated September 1.

Virginia Boyd, junior library assistant, appointed temp. September 16, $600 per year.

Anna Brenner, janitress, appointed temp. September 26, $30 per month.

Winifred Bright, junior library assistant, resigned September 22.

Isadore Brown, page, appointed temp. September 17, $480 per year; separated September 22.

Margaret Bruner, junior library assistant, appointed temp. September 9, $600 per year.

Richard Bushbaum, page, separated September 15.

Emory Cable, page, appointed September 16, $480 per year.

Suzanne Case, junior library assistant, separated September 26.

Albert E. Clawson, page, appointed temp. September 30, $480 per year.

Jennie Clifton, junior library assistant, appointed temp. September 26, $600 per year.

Max Cohen, page, resigned September 29.

Mirth Cole, junior library assistant, separated September 16.

Joseph Conforti, page, separated September 10; appointed September 16, $480 per year.

Joseph Corrigan, page, appointed temp. September 6, $480 per year.

Roey Cowen, senior library assistant, resigned September 6.

John Cramer, page, separated September 1.

Marie Curtin, junior library assistant, appointed temp. September 9, $600 per year.

Isadore Cutler, page, appointed temp. September 7, $480 per year.

Hazel Dunbar, junior library assistant, appointed temp, September 26, $600 per year.

Edward Eckhardt, senior library assistant, separated September 8.

Max Eisenstein, page, separated September 13.

Sarah Elkin, junior library assistant, resigned September 25.

William Enke, page, appointed temp. September 6, $480 per year.

Adeline Fatschild, junior library assistant, appointed temp. September 16, $600 per year.

Emanuel Feinstein, page, separated September 2.

Mrs. Cora A. Fenno, junior library assistant, appointed temp. September 11, $600 per year.

Stanley Fernstrom, page, separated September 9.

Albert Finkle, page, appointed temp. September 11, $570 per year; separated September 29.

Walter Flynn, page, appointed temp. September 16, $480 per year.

Frances Fowler, junior library assistant, resigned September 30

Agnes Geisbush, junior library assistant, separated September 22.

James Gilsinan, page, appointed September 16, $480 per year.

Milton Goldman, page, appointed temp. September 18, $480 per year

Harold Greenberg, page, separated September 4.

Helena Greibel, junior library assistant, appointed temp. September 16, $600 per year.

James Hancur, page, separated September 1.

Peter Hansen, janitor, separated September 22.

Nathan Harrison, page, separated September 10; appointed September 11, $480 per year

Leo Hemmelgarn, page, separated September 8; appointed temp. September 16, $480 per year; separated September 25.

Nora Hennigan, junior library assistant, appointed temp. September 9, $600 per year; separated September 10.

Isadore Hirsch, page, appointed temp. September 19, $480 per year.

Nina Hodge, junior library assistant, appointed temp. September 16, $600 per year.

Frances Hoffmann, junior library assistant, appointed temp. September 3, $480 per year.

Edith Holdom, junior library assistant, appointed temp. September 26, $600 per year.

Thomas Hood, page, separated September 1.

Edward Johnson, messenger, resigned September 15.

Louis Kahn, page, separated September 3.

Thomas Kaplan, page, separated September 3; appointed temp. September 26, $480 per year; separated September 30.

Harold Kaufman, page. resigned September 14.

Lyons Kelliher, page, separated September 25.

Jay Kent, page, appointed temp. September 9, $480 per year.

Walter Kessie, page, appointed temp. September 5, $480 per year.

Stanley King, page, appointed temp. September 24, $480 per year.

Walter Kings, page, separated September 10.

Mentor Klein, page, appointed temp. September 6, $480 per year; separated September 10; appointed September 11, $480 per year.

Isadore Kodosch, page, separated September 6.

Anita Kounselbaum, junior library assistant, appointed temp. September 18, $600 per year.

Louis Lee, page, appointed temp. September 24, $480 per year.

Frances Lenea, junior library assistant, appointed temp. September 9, $600 per year.

Sidney Levenberg, page, separated September 10; appointed September 11, $480 per year.

Carl Lewerenz, page, resigned September 10.

Joseph Liebermann, appointed temp. September 11, $480 per year; separated September 26.

Emma Lipschutz, junior library assistant, separated September 10.

Rose Lipschutz, junior library assistant, appointed temp. September 11, $600 per year.

Albert Mann, page, appointed temp. September 30, $480 per year.

Eleanor Marks, junior library assistant, appointed temp. September 19, $600 per year.

Warren H. Marks, page, separated September 1.

Beulah Mayer, junior library assistant, separated September 25.

Rose Maykowska, janitress, separated September 30.

Bernadette Miller, junior library assistant, appointed temp. September 9, $600 per year.

Irving Miller, page, separated September 12.

Earl Monahan, page, appointed temp. September 14, $480 per year.

John Moran, page, separated September 5.

Gertrude Nettenstrom, junior library assistant, appointed temp. September 20, $600 per year.

Juliet Norkin, junior library assistant, resigned September 26.

Marie Novak, junior library assistant, appointed temp. September 9, $480 per year.

Alexander O'Hare, page, separated September 10; appointed September 11, $480 per year.

Irving Ordman, page, separated September 2.

Margaret Orwall, junior library assistant, appointed temp. September 19, $600 per year.

Marcelo Palatto, page, separated September 3.

Harriet Pashley, junior library assistant, appointed temp. September 11, $600 per year.

Fannie Pickens, junior library assistant, appointed temp. September 13, $600 per year; separated September 13.

Mary M. Polivka, junior library assistant, appointed temp. September 5, $600 per year.

Henry Popkin, page, appointed temp. September 26, $480 per year.

Mrs. Winifred Quirk, janitress, appointed temp. September 4.

Harry Raphael, page, separated September 20.

Richard Regensburger, page, resigned September 17.

Herman Reinstein, page, resigned September 15.

Edith Riley, junior library assistant, appointed temp. September 14, $600 per year.

A. L. Rittenberg, page, appointed temp. September 27, $480 per year.

George Roth, page, separated September 15.

Paul Rupprecht, page, resigned September 17.

John Ryan, page, appointed temp. September 19, $480 per year; separated September 20.

John Ryan, page, appointed temp. September 20, $480 per year

Margaret Schneider, junior library assistant, appointed temp. September 11, $600 per year.

William Schrero, page, separated September 15; appointed September 16, $510 per year.

Marie Sheehan, junior library assistant, appointed temp. September 12, $600 per year; separated September 13.

Robert Shoemake, page, resigned September 8.

Michael Siedband, appointed temp. September 3, $480 per year; separated September 22.

David Siegel, page, separated September 4.

Samuel Siegel, page, separated September 8.

Myles Standish, page, appointed September 11. $480 per year.

Louis Steinberg, page, appointed temp. September 3, $480 per year; separated September 6.

Alice Stenfelt, junior library assistant, appointed temp. September 30, $600 per year.

Millie Sugermann, junior library assistant, appointed temp. September 19, $600 per year.

Frank Sullivan, page, appointed temp. September 5, $480 per year; separated September 10; appointed September 11, $480 per year.

Richard Sullivan, page, appointed temp. September 4, $480 per year; separated September 4.

Morris Suslick, page, separated September 24.

Eli Tigay, page, resigned September 25.

Jennie Ten Cate, junior library assistant, resigned September 10.

Joseph Thomas, page, appointed temp. September 4, $480 per year; separated September 29.

Stephen A. Thomas, page, separated September 2.

Merle Thompson, page, appointed temp. September 26, $480 per year.

Mrs L. Tripp, janitress, separated September 18.

William Troy, page, separated September 8.

Max Tulchin, junior library assistant, separated September 10; appointed temp. senior library assistant September 11, $900 per year.

Theodore Umbright, page, appointed temp. September 16, $480 per year.

August Vogel, page, appointed temp. September 4, $480 per year.

Sidney Weinberg, page, appointed temp. September 11, $480 per year; separated September 22.

Hester Wentworth, junior library assistant, appointed temp. September 4, $660 per year; resigned September 24.

Florence A. Wills, page, resigned September 8.

Roy Winer, page, appointed temp. September 3, $480 per year.

Morris Woodward, page, appointed temp. September 26, $480 per year.

Director Shutter presented a bill from the United States Audit Company in the amount of $43.75 for the audit of the books and accounts of the Chicago Public Library for the quarter ended August 31, 1918, and moved that the bill be ordered paid.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch...$	190.00
Louis Solomon, rent, Humboldt Branch..	185.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West Nortb Ave. Branch	90 00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, W. 26th St. Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Commonwealth Edison Co., electric current consumed at branches	127 75
Peoples Gas Light & Coke Co., gas	5.70
Chicago Telepbone Co., telepbone service	110.92
H. J. Troch, sprinkling streets in front of branches	4.00
Buchanan Bros., street sprinkling, main library	30.00
Toll Bros., laundering towels	71.08
Individual Towel & Cabinet Service Co., clean towel supply	18.00
Haegele Ice Co., ice	23 22
Marshall Field & Co., screen	8.50
H. Schultz & Co., pamphlet boxes	27 50
Eugene Dietzgen Co., blue prints	11.78
City Collector, elevator inspections and pay roll blanks	25.75
Bullard & Gormley Co., hardware	3.00
Pottinger-Flynn Coal Co., coal	1113.16
Gallaher & Speck, material and laber, repair to steam beating plant	82.81
Hills-McCanna Co., brass hinges	11.00
Inland Electric Co., electrical supplies	21.31
Citizens Service Bureau, removing cinders, street sprinkling and sidewalk cleaning	40.70
Armour Soap Works, soap powder	22.06
Mead & Wheeler Co., furniture	730.00
Fred A. Phillips, insurance, library property in branch	10.00
Twin Fire Furnace Co., four 20th century rocking grates	954.50
H. Rosenbaum Roofing Co., repairs to domes, etc.	132.31
Standard Oil Co., gasoline	226.00
Valvoline Oil Co., oil	21.60
Cbicago Auto Equipment Co., rubber tires	28.70
Bosch Magneto Co., magnetos	43 59
Chicago Republic Truck Co., auto parts	5.81
Wright Wire Co., galvanized clotb	4.51
Glenn E. Holmes, auto accessories	4.19
American Battery Co., batterv solution	4 00
Maypole Garage, auto storage	8 50
Milwaukee Ave. Garage, auto storage	8 00
Henry Landgraf, hanging delivery signs	53.50
H. G. Wilson, Sec'y, cash expenditures, Sept., 1918	43 65
	$5,207.10

He, also, presented the following list of bills for maintenance of the Hiram Kelly Branch and moved that the bills be paid from the Kelly Branch fund.

Carried.

Bills for maintenance of Kelly Branch to be paid from Kelly Branch Fund.

Commonwealtb Edison Co., current	$24.08
Consumers Co., wood and ice	9.40
Chicago Telephone Co., service	3.75
	$37.23

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, The Chicago Public Library

Gentlemen:—It has been found necessary to increase the number of lockers in the ladies' retiring room, and in response to specifications and drawings for 19 lockers, bids were received as follows:

Newton & Hoit Co.,	$670.00
Inter Ocean Cabinet Co.,	600 00
John J. Keenan & Co.,	467.00

Your Committee on Buildings and Grounds recommends that a contract for this work be awarded to John J. Keenan & Co. on their bid of $467 00.

Proposals have also been received for furnishing 10 flat-top desks for use in various departments of the library, and your Committee recommends that the Secretary be authorized to purchase 10 oak desks from the Newton & Hoit Co. on their bid of $320.00; this being the lowest bid received.

Also that the Secretary be authorized to purchase chairs for the desks, as needed, from the Newton & Hoit Co. on their bid of $7.75 each; this being the lowest proposal received.

All of which is respectfully submitted,

C. E. SCHICK,
SAMUEL GESSLER,
JAMES J. HEALY,
Committee on Buildings and Grounds.

CHICAGO, Oct. 14, 1918.

REPORTS.

The Librarian presented his statistical report for the month of September, 1918, which was received and ordered published.

He, also, presented the following communication:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—I beg to submit to your Honorable Board the desirability of establishing a library branch in that part of the business district too far removed from the central building to be adequately served by it. It has long been my belief that a branch of the Public Library installed somewhere in the vicinity of La Salle and Madison streets would quickly prove its great usefulness and value to a large constituency not now within reach of library service.

Such a branch should be a combination of business and general library, providing for the needs of the great commercial, financial and professional public by a quick and adequate reference service comprising facilities for information, promptly and efficiently supplied, on any of the many subjects constantly arising in business activities that are capable of treatment only by means of access to printed sources of information. In addition, however, this branch must afford general literary material, recreational as well as educational and inspirational, for that enormous body of workers daily engaged within a radius of half a mile westward and southward of the point indicated, to whom, with their scant leisure, the Public Library is now as inaccessible as though it were miles away. I am convinced that a very large and appreciative circle of new library patrons would be added by the erection of such a branch.

Some serious obstacles, however, present themselves, chiefly in an effort to find suitable quarters within the terms of rental that may reasonably be considered. Chiefly with a view to determining conditions in this respect I entered into communication, some months ago, with the Chicago Association of Commerce by means of a letter to the Business Manager outlining my views. I was met with prompt and cordial response, and was re-

ferred to the Committee-at-Large of the Association, to whom I was privileged to present the plan in detail at a luncheon meeting specially called for that purpose. I was careful throughout to make it clear that I was acting unofficially and without the authority of your Board, whom I preferred not to bring into the matter until I had something concrete to offer.

With this understanding a special committee was appointed, with Mr. M. S. Greenebaum as chairman, to canvass the neighborhood for quarters. This committee has now succeeded in finding a vacant space, namely, Willard Hall, in the Woman's Temple Building at La Salle and Monroe streets, which in some respects answers to our tentative requirements, though in others it leaves much to be desired. It is time, however, that the matter be now brought to your official attention, in order that further negotiations may be conducted by a committee of your Board, acting, perhaps, in conjunction with the special committee of the Association of Commerce referred to.

Frankly, I had hoped to enlist the interest of the Association of Commerce to the extent of the provision of quarters without expense to this Board for a period of time sufficient to demonstrate the wisdom, need and practicability of this installation before committing ourselves to the rather heavy rental charges involved. This, however, the special committee declares itself unable to recommend because of the heavy charges upon the Association's resources at the present time. A very rough estimate of what it would cost to maintain such a branch, including rental, would be $10,000 per annum. It remains for your Board to decide whether this sum would be a possible and justifiable charge upon our appropriation now and in the future. Personally I entertain no doubts as to the great usefulness of a library branch at this point. I therefore have the honor to submit the matter to the Board, with the recommendation that it be referred to a committee for further investigation and report.

Respectfully submitted,

CARL B. RODEN,
Librarian.

CHICAGO, Oct. 14, 1918.

Director Jonas moved that the communication be referred to the Committees on Library and Buildings and Grounds jointly, with instructions to report not later than the first meeting in November, 1918.

Carried.

On motion of Director Tollkuehn, the Board adjourned.

A. L. Wilson
Secretary.

REPORT OF LIBRARIAN FOR SEPTEMBER, 1918.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of September was 463,131; for the corresponding month of the previous year 419,427. The circulation was from the following sources:

Central Library	54,343
Branches	286,487
Stations	26,869

Traveling Libraries	69,597
Deposits and Miscellaneous	25,835
	463,131

The following is a summary of the books obtained at the Central Library:

Main Collection	21,015
Open Shelf	24,377
Hughes Room	2,483
Music Room	1,815
Information Desk (Teachers and special cards)	3,528
Miscellaneous	413
Books for the Blind	623
Documents	89
	54,343

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,200	152	2,352
Austin	10,734	186	10,920
Austin High	6,678	....	6,678
Bessemer Park	3,691	184	3,875
Blackstone	10,170	253	10,423
Burr School	3,841	120	3,961
Cornell Square	2,444	57	2,501
Davis Square	1,280	45	1,325
Douglas Park	14,230	408	14,638
Dvorak Park	3,473	108	3,581
Eckhart Park	4 089	152	4,241
Englewood High	1,676	....	1,676
Forestville School	2,683	106	2,789
Fuller Park	3,325	87	3,412
Hamilton Park	7,607	188	7,795
Hamlin Park	4,067	59	4,126
Hardin Square	3,257	121	3,378
Harrison High	5,601	....	5,601
Hebrew Institute	6,418	338	6,756
Holstein Park	4,354	107	4,461
Humboldt	13,059	1,115	14,174

Independence Park	4,304	129	4,433
Kelly	14,078	237	14,315
Kosciuszko	2,985	100	3,085
Lake View High	3 391	....	3,391
Lewis Institute	11,444	425	11,869
Lincoln Center	6,972	233	7,205
Logan Square	8,459	271	8,730
McKinley Park	3,394	34	3,428
Mark White Square	4 027	72	4,099
Marshall High	3 556	44	3,600
Morse School	3,948	150	4,098
Ogden Park	8 014	137	8,151
Palmer Park	3 572	100	3,672
Pulaski Park	2,557	51	2,608
Rogers Park	7,921	136	8,057
Scanlan School	3,284	79	3,363
Senn High	4,876	....	4,876
Seward Park	5,327	274	5,601
Shedd's Park	4,226	199	4,425
Sheridan Park	13 531	197	13,728
Sherman Park	5,281	81	5,362
Stanford Park	4,032	132	4,164
Stanton Park	2,444	82	2,526
Sumner School	4,172	103	4,275
Walker	3 219	67	3,286
West North Ave	6,088	62	6,150
West 26th Street	7,586	87	7,673
Woodlawn	18,922	515	19,437
Total	286,487	7,783	294,270

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Argyle	1,176	13	1,189	Chicago Ave.	663	179	842
Armitage	1,090	112	1,202	Chicago Lawn	2,208	..	2,208
Assoc. House	454	456	910	Cicero Ave	682	34	716
Avondale	788	44	832	Dauphin Park	1,152	74	1,226
Birchwood	2,515	..	2,515	Diversey Ave.	1,436	26	1,462
Butler House	3,280	152	3,432	Dunning	1,464	..	1,464
Cheltenham	981	29	1,010	East Austin	721	8	729

East Rogers Park	1,389	141	1,530	Normal	86	..	86
E. Sixty-third St.	1,163	32	1,195	North Clark St.	723	357	1,080
Edison Park	938	..	938	Norwood Park	385	..	385
Fernwood	872	..	872	Park Manor	2,290	135	2,425
Garfield	860	244	1,104	Ravenswood	1,686	173	1,859
Grand Ave.	662	495	1,157	S. Ashland Ave.	1,265	559	1,824
Grand Crossing	1,307	32	1,339	South Shore	609	49	658
Greenview	693	53	746	S. Western Ave.	488	324	812
Gresham	4,062	16	4,078	Southport Avenue	423	96	519
Hegewisch	1,350	..	1,350	Thirty-first St.	900	458	1,358
Hermosa	1,492	..	1,492	Wakeford	2,042	82	2,124
Homan	810	23	833	Washing'n Heights	668	..	668
Irving Park	542	18	560	West Brighton	155	..	155
Jefferson Park	1,376	..	1,376	West Englewood	1,350	..	1,350
Larrabee St	1,755	503	2,258	West Harrison St.	828	530	1,358
Lawndale	2,000	...	2,000	West Pullman	2,302	..	2,302
Longwood	989	..	989	West Ravenswood	1,783	128	1,911
Madison Street	1,165	618	1,783	W. Sixteenth St.	2,830	248	3,078
Mayfair	870	..	870	West Twelfth St.	2,013	1,546	3,559
Milwaukee Ave.	526	249	775	Wieboldt	2,046	....	2,046
Montrose	1,294	..	1,294	Total	69,597	8,236	77,833

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	286,487	7,783	294,270
Traveling Libraries	69,597	8,236	77,833
Business House Deposits	24,744	891	25,635
Miscellaneous References	1,091	.....	1,091
Total	381,919	16,910	398,829

Of the 26,869 books supplied through the Stations Department, 7,783 were sent to 44 branches and 19,086 to 65 stations. The books supplied for the same month of the preceding year numbered 37,673 volumes.

The circulation department was open on 24 week days. The daily average week day circulation was 19,297.

REFERENCE ROOM.

Number of books issued from stacks 20,952

Number of recorded visitors 8,062

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 2,584. Visitors, 606.

HUGHES ROOM.

Volumes circulated, 2,483; pictures circulated, 2,024; visits from school classes, ..; recorded visitors, 2,126 No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 3,245; bound newspapers, 364. Visitors, 1,040.

CIVICS ROOM.

Magazines issued, 1,506; directories consulted, 1,847; bound documents used, 1,011; books, 312; pamphlets, 3,450; visitors, 4,757.

STUDY ROOM.

Volumes consulted, 1,190. Visitors, 1,891.

READING ROOM.

Periodicals issued at the counter at Central Library, 9,537. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 58,325.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 5,276; issued in September of the previous year, 5,397.

Number of juvenile cards issued, 1,375; research cards, 3; vacation cards, 18; teachers' cards, 114. The number of three-year cards outstanding is 210,600.

BINDERY DEPARTMENT.

Number of books at binderies September 1, 1918	8,636
Number of books sent to binderies in September, 1918	8,136
Total number of books at binderies in September, 1918	16,772
Number of books received from binderies in September, 1918	4,696
Number of books at binderies October 1, 1918	12,076
Number of books repaired in Library in September, 1918	5,950

GROWTH OF THE LIBRARY.

The total number of volumes in the Library October 1, 1918, was 913,967. Received since June 1, 1918, 47,371; since September 1, 1918, 11,140. Books worn out and discarded since June 1, 1918, 14 990; since September 1, 1918 5,190. Books lost and paid for since June 1, 1918, 1,059; since September 1, 1918, 163. Books found and money refunded since June 1, 1918, 79; since September 1, 1918, 22.

CARL B. RODEN,
Librarian.

CHICAGO, October 14, 1918.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, OCTOBER 28, 1918.

OFFICIAL RECORD.

There were present, when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth and Tollkuehn.

Absent—Directors Jonas, Gessler and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held October 14, 1918, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

In the absence of the Chairman, Director Shutter presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	2545 vols.,	$2322.00
Deposit Collection:	1114 vols.,	1259.00
Branch Collection:	815 vols.,	697.00
Reserve Collection:	272 vols.,	269.00
Thomas Hughes Collection:	29 vols.,	25 00
High School Collection:	21 vols.,	31.00
	(164 pamphlets)	
Kelly Collection:	25 vols.,	22.00
Ryder Collection:	7 vols.,	18.00
Rental Collection:	75 vols.,	71.00
	4903 vols.,	$4714.00
	(164 pamphlets)	

Respectfully submitted.

EDGAR A. JONAS,
CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Oct. 28, 1918.

He, also, presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library begs leave to report as follows on various matters referred to it:

That the petitions from H. E. Goldblatt, 3320 West Madison street, and J. Caldwell, 3101 North Kedzie avenue, for delivery stations be filed because of their close proximity to existing Library Stations.

That the request of Bessie R. Schlesinger, 1105 North California avenue, for transfer to her of the station at that address, be granted.

That a delivery station be established at 4303 Drexel Boulevard, in charge of Mrs. J. B. Roberts, subject to the usual conditions.

That the letter of Adolph Weiss, offering premises for a branch library, be filed.

That the Librarian be authorized to arrange for the publication of two special catalogs, namely a Select List of Books on Christmas, at an estimated cost of $200 for 1000 copies, and a Bibliography of Reconstruction, at an estimated cost of $75 for 1000 copies.

That the subscription list for foreign periodicals, except British, be continued in the hands of the present agents, A. Kroch & Co., for the year 1919.

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Oct. 28, 1918.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Page—Israel Falick, October 17.

Principal branch librarian—Harriet I. Baer, November 11.

Window Washer — George Hajduk, October 18.

It is further recommended that leaves of absence be granted as follows:

Margaret E. Ely, senior assistant, for one year.

Edith Greengard, junior assistant, one month from October 2.

Nathan R. Levin, principal library assistant, one year from October 1.

Goldye Salganick, senior assistant, from September 26 to October 31.

Your Committee also recommends that the Librarian be authorized to expend not to exceed ten dollars per month for extra service in the janitors department.

That the Librarian be authorized to make requisition on the Civil Service Commission for six senior library assistants from the eligible list now on file.

With reference to communications received from the firemen, oilers and coal passers asking for an increase in salary, your Committee recommends that this matter be deferred until the consideration

of the annual appropriations for the new year.

Respectfully submitted,

R. G. SHUTTER,
FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Oct. 28, 1918.

REPORTS.

The Secretary presented the following report:

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — I am in receipt of a check for three hundred dollars in settlement of a loss resulting from a fire August 25, 1918, at the deposit station under the custody of Chas. W. Crawford, 11640 Wentworth avenue.

This settlement is in full for all claims made covering books totally destroyed, books requiring rebinding and catalogues destroyed.

I respectfully recommend that this amount be deposited to the credit of our Insurance Fund, and that the money be used to replace the books destroyed and for the necessary rebinding.

Very truly,

H. G. WILSON, *Sec'y.*

CHICAGO, Oct. 28, 1918.

Director Healy moved that the recommendation of the Secretary be adopted.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

Director Jonas entered the room and took his seat.

NEW BUSINESS.

The President stated that the Board of Education had moved its Kindergarten from the Branch in Edison Park and had notified the Library Board that they would discontinue furnishing heat, light and janitor service.

He, also, stated that the lease for the room in Edison Park had been signed after the Board of Education had agreed to furnish this service for the year ending April 30, 1919, and suggested that some action be taken with reference to maintaining the Edison Park Branch under the present conditions.

Director Jonas moved that the matter be referred to the President and Secretary with authority to act in the matter.

Carried.

On motion of Director Shutter, the Board adjourned.

H. G. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, NOVEMBER 11, 1918.

OFFICIAL RECORD.

No quorum appearing, the Board adjourned to meet on Tuesday, November 12, 1918, at five o'clock p. m.

H. E. Wilson
Secretary.

ADJOURNED REGULAR MEETING.

CHICAGO, TUESDAY, NOVEMBER 12, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth and Tollkuehn.

Absent—Director Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held October 28, 1918, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from the Art Commission of the City of Chicago, which was received and ordered published:

"Art Commission of the
"City of Chicago.
"Chicago, Oct. 29, 1918.

"*Hon. Alfred E. Barr, President,*
"*The Chicago Public Library Board,*
"*Chicago, Illinois.*

"*Honored Sir:*—I am instructed to communicate to you that the Art Com-

mission of the City of Chicago has voted to accept the design for the new regional branch library building to be constructed on Crawford avenue at Wilcox and Monroe streets, as submitted in the blueprint drawings by your architect, Mr. Alfred S. Alschuler.

"Very respectfully yours,

"Emil R. Zettler, *Secretary,*

"*The Art Commission of the*

"*City of Chicago.*

"P. S.—Our President, Mr. L. C. Kuhnert, will return to your office the drawings and specifications submitted."

The following communication from the Secretary of the Public Library Employés Pension Fund:

To the President and Board of Directors,
The Chicago Public Library.

Gentlemen:—The Public Library Employés Pension Fund, through its Board of Trustees, has subscribed for an additional $1,000.00 of the Fourth Liberty Loan Bonds on deferred payments. The approval of your honorable Board is hereby requested.

Very truly yours,

H. G. WILSON, *Sec'y.*

Nov. 12, 1918.

Director Jonas moved that the Board approve the purchase of the bonds.

Carried.

Also the following communication from the Public Library Employés Pension Fund, which was received and ordered published:

To the President and Board of Directors,
The Chicago Public Library.

Gentlemen:—I beg to submit herewith report on the condition of the Public Library Employés Pension Fund for the year ended September 30, 1918.

Respectfully,

H. G. WILSON, *Sec'y.*

CHICAGO, Nov. 11, 1918.

To the President and Trustees,
Public Library Employes Pension Fund, Chicago.

Gentlemen:—In accordance with Article VII of the by-laws of this Board, I beg to submit herewith for your consideration statement showing the condition of the Pension Fund September 30, 1918, being the thirteenth annual report.

Contributors.

The number of employés contributing to the fund at this date is 263. Thirty-seven employes resigning from the library service have received a refund of one-half their payments into the fund, and one employé, retiring on account of ill-health, has been added to the pension roll.

Death benefits were allowed as follows:

Henrietta C. Legler, wife of Henry E. Legler, $600.00.

Wm. T. and Francis D. Horrobin, sons of Ella J. H. Horrobin, $450 00.

Pensioners.

The pension roll at this date amounts to $661.00 per month with pensioners as follows:

C. A. Lange	$37.50
Otto Goldberger	50.00
Charles R. Barnes	49.00
Henrietta Lovi	50.00
Samuel Rogalski	41.50
Jessie Booth Perry	48.50
Elie Hudon	37.50
Martin Schnee	25.00
James C. Barbee	50 00
Emil Schonbacher	47.50
John Toman	46.00
Margaret Crain	44.50
John Clarke	34.00
Charles I. Moulton	50.00
Mary W. Wood	50.00

Investments.

Bonds aggregating $32,000.00 have been purchased during the year, including a subscription of $25,000.00 to the Third Liberty Loan.

The cash balance September 30, 1918, was $12,208.93, and the Board authorized a subscription of $16,000.00 to the Fourth Liberty Loan, $10,000.00 of which was a cash subscription and $6,000.00 on deferred payments.

The Pension Fund.

The total resources of the fund amounts to $197,472.87, an increase of $27,879.85. The investments aggregate $185,263.94, with a par value of $189,500.00.

As required by Article VII, I submit herewith detailed statements of receipts and disbursements and a list of securities held by the City Treasurer, ex-officio treasurer and custodian of the pension fund.

Respectfully submitted,

H. G. WILSON, *Sec'y.*

CHICAGO, Nov. 11, 1918.

FINANCIAL STATEMENT FOR YEAR ENDED SEPTEMBER 30, 1918.

RECEIPTS.

Balance cash in treasurer's hands September 30, 1918		$13,041.78
Cash collected as fines for retention of books and turned into pension fund by Library Board		25,690.56
Deductions from salaries of contributors		2,783.45
Back payment from contributors		38.60
Liquidation of securities (City of Chicago 4's)		3,000.00
Income from investments (coupons)		8,087.45
Interest on cash balances, city treasurer		368.09
Total receipts		$53,009.93

DISBURSEMBNTS.

Pension rolls	$ 7,478.67	
Refunds to contributors withdrawing from library service	358 86	
Death benefit (Henry E. Legler)	600.00	
Death benefit (Ella J. Horrobin)	450 00	
Printing	7.75	
Premium on treasurer's bond	187.50	
Investments:		
$5,000.00 South Park Commission 4% bonds	4,714.50	
Accrued interest on above	1.67	
$2,000.00 Sanitary District 4% bonds	1,938.20	
Accrued interest on above	30.22	
$25,000.00 United States Third Liberty Loan 4¼% bonds	25,000.00	
Accrued interest $5,000.00 deferred payments Third Liberty Loan bonds	33.63	
Total disbursements		40,801.00
Balance cash in treasurer's hands September 30, 1918		12,208.93

RESOURCES OF FUND SEPTEMBER 30, 1918.

Cash balance in hands of City Treasurer	12,208.93
Bonds as per list appended (par value $189,500.00)	185,263.94
Total	$197 472.87

INVESTMENTS.

		Par Value.	
8	Chicago City Ry. Co. 5% bonds	($ 8,000.00)	$ 7,840.00
7	North Shore Electric Co. 5% bonds	(7,000.00)	6,940.00
4	Commonwealth Edison Co. 5% bonds	(4,000.00)	4,100.00
6	Colorado & Southern Ry. Co. 4½% bonds	(6,000.00)	5,880.00
5	Met. W. Side Elevated Ry. Co. 4% bonds	(5,000 00)	4,143.75
5	Cicero Gas Co. 5% bonds	(5,000.00)	4,735.00
10	Public Service Co. Northern Ill. 5% bonds	(10,000.00)	9,750.00
5	Chicago Telephone Co. 5% bonds	(5,000 00)	5,050.00
10	Proviso Township Bridge 5% bonds	(5,000.00)	5,157.87
5	Mutual Fuel Co. 5% bonds	(5,000.00)	5,025.00
3	Old Portage Park District 5% bonds	(3,000.00)	3,120.00
3	Cook County Hospital 4% bonds	(3,000 00)	2,880.00
1	Lincoln Park 4% bond	(1,000 00)	950.00
8	Fernwood Park District 4½% bonds	(4,000.00)	3,864.66
3	School District No. 98 (Cook Co. 5% bonds)	(3,000.00)	3,079.20
3	East St. Louis Pk. District 4½% bonds	(3,000.00)	2,943.30
7	Marion (Ill.) Township High School 4% bonds	(7,000 00)	6,742.00
3	Western United Gas and Electric Co. 5% bonds	(3,000 00)	2,951.25
6	Western United Gas and Electric Co. 5% bonds	(3,000.00)	2,951.25
6	Northwestern Elevated Ry. Co. 5% bonds	(6,000.00)	5,580.00
8	Joliet (Ill.) refunding 4½% bonds	(4,000 00)	3,804.96
3	River Grove (Ill.) Improvement 5% bonds	(1,500 00)	1,477.50
2	Village of Kansas (Ill.) water 5% bonds	(1,000 00)	1,018.10
4	City of W. Frankfort (Ill.) water 5% bonds	(2,000.00)	2,045.40
4	New Trier Township (Cook Co.) 4½% bonds	(4,000 00)	4,000.00
8	School District No. 99 (Cook Co.) 4½% bonds	(8,000 00)	7,864.00
2	West Pullman (Chicago) Pk. District 5% bonds	(2,000.00)	2,000.40
5	Cincinnati Gas and Electric Co. 5% bonds	(5,000.00)	5,000.00
5	Kansas City Ry. Co. 5% bonds	(5,000.00)	4,800.00
11	South Side Elev. Ry. Co. 4½% bonds	(11,000.00)	9,955.00
9	Ridge Park District (Chicago) Improvm't 5% bonds	(4,500 00)	4,753.67
5	Ridge Park District (Chicago) Longwood Drive 5% bonds	(2,500.00)	2,640.93
5	Des Moines Electric Co. 5% gold bonds	(5,000.00)	4,950.00
5	Central Illinois Public Service Co. 5% gold bonds	(5,000.00)	4,500.00
2	Waukegan City 5% bonds	(1,000.00)	1,018.00
5	South Park Commission 4% bonds	(5,000.00)	4,714.50
2	Sanitary District 4% bonds	(2,000.00)	1,938.20
$25,000.00	United States Third Liberty Loan 4¼% bonds	(25,000.00)	25,000 00
		($189,500.00)	$185,263.94

I, H. G. Wilson, Secretary of the Board of Trustees of the Public Library Employés Pension Fund, do hereby certify that the foregoing statements are true to the best of my knowledge and belief.

H. G. WILSON,
Secretary.

Signed and sworn to before me on this Twelfth Day of November, A.D. 1918.

JAMES BUGGIE,
Notary Public.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	702 vols.,	$ 817.00
Branch Collection:	1658 vols.,	1637.00
Deposit Collection:	2075 vols.,	1143.00
High School Collection:	70 vols.,	85.00
Kelly Collection:	69 vols.,	77.00
Ryder Collection:	1 vol.,	2.00
Rental Collection:	55 vols.,	52.00
	4630 vols.,	$3813.00

Periodicals: $285.00 (Regular Fund)
8.00 (Kelly Fund)

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $36 42, be paid from the incidental fund.

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Nov 11, 1918.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

B. F. Stevens & Brown, books and subscriptions, £180/16/4 (est.)	$ 864.24
A. C. McClurg & Co., books	7,647.07
National Herald, books	1,075.12
H. W. Wilson Co., subscriptions and books	294.24
A. L. A. Publishing Board, books	90.20
Presbyterian Board of Publication, books	85.98
Jewish Book Agency, books	50.00
C. V. Ritter, books	35.50
Moody's Investor's Service, books	25.00
Educational Specialties, books	12.52
H. L. Hayward, books	12.00
A. G. Spalding & Bros., books	10.87
A. Kroch & Co., books and subscriptions	10.08
American Medical Association, books	10.00
National Industrial Conference Board, books	7.50
Encyclopaedia Britannica Corporation, books	6.59
Rand, McNally & Co, mounting map	5.35
Architectural Book Publishing Co., books	5.26
Geo. E. Koehler & Son, binding	1,167.90
Braband & Valters Book Binding Co., binding	892.40
Dowst Magazine Binder, binders	848.63
Northwestern Bindery, binding	714.47
Joseph Flucke & Son, binding	336.03
Burgmeier Book Bindery, binding	168.69
John Seybold, gold marking on books	152.94
Kirk's Ink Co., paste	27.00
Missouri Brass Type Foundry Co., type	18.85
Gane Bros. & Co., binders supplies	5.50
Tucker Kenworthy Co., printing	79.50
Dwight Bros. Paper Co., paper	52.06
James White Paper Co., paper	38.14
Bradner, Smith & Co., paper and envelopes	189.76
Swigart Paper Co., paper	100.47
Pilcher-Hamilton Co., wrapping paper	48 84
J. W. Butler Paper Co., paper	22.05
Mead & Wheeler Co, cards	97.30
Library Bureau, cards and shelf label holders	33.21
Bentley, Murray & Co., printing	117 50
Max Stern's Sons, printing	86 53
James Watson & Co., printing	40 50
Cantor Printing Co., printing	29.00
Cameron, Amberg & Co., printing	10.50
Geo. E. Cole & Co., stationery	117 62
American Multigraph Sales Co., universal coupon book	25.00
Dennison Mfg. Co., labels and glue	15.82
A. B. Dick Co., mimeograph supplies	12.40
Albert Hancock & Co., carbon paper	8.00
Rockwell-Barnes Co., adding machine paper	7.75
Goodyear Rubber Co., rubber bands	7.50
Remien & Kuhnert Co., shellac	7.20
Universal Stamp & Stencil Works, rubber stamps	5.64
City Collector, City of Chicago, pay roll supplies	3.89
H. G. Wilson, Sec'y, cash expenditures, October, 1918	455.39
	$16,191.50

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated,

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

Bill to be paid from Ryder Fund:

A. Kroch & Co., French war poster.....$2.00

Rental Collection.

A. C. McClurg & Co., books.....$195.97

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Pages—Louis Afrimowicz, October 25; James Gilsinan, November 10.

It is further recommended that leaves of absence be granted as follows:

Edward Karasinski, page, from October 10 to November 25, incl.

Robert Mandel, page, from October 7 to December 6, incl.

Isadore Drues, page, one year from October 26.

Eileen McGrath, junior library assistant, from October 3 to November 10, incl.

Ruth C. Barlow, junior library assistant, from October 21 to November 25.

Edith Greengard, junior library assistant, extension of leave for one month from November 2.

Goldye Salganick, senior library assistant, extension of leave from November 1 to 25, incl.

Oscar Carlson, elevator operator, two months from October 4.

Respectfully submitted,

R. G. SHUTTER,
FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Nov. 11, 1918.

He, also, presented the list of vacancies and appointments for October, 1918, which was received and ordered published.

The following is the list:

Louis Afrimowicz, page, resigned October 25.

Sidney Blankstein, page, appointed temp. October 7, $480 per year; separated October 10.

Anna Brenner, janitress, separated October 25.

Sidney W. Brown, page, appointed temp. October 31, $480 per year.

Margaret Bruner, junior library assistant, separated October 11.

Edmund Callahan, page, appointed temp. October 7, $480 per year.

James Callahan, page, appointed temp. October 8, $480 per year.

Albert E. Clawson, page, separated October 6.

Henry Commanger, page, appointed temp. October 6, $480 per year.

Joseph Corrigan, page, separated October 25.

Lucile Cumfer, junior library assistant, appointed temp. October 18, $600 per year.

Helen Danhoff, junior library assistant, appointed temp. October 15, $480 per year.

Fred Dartsch, page, separated October 10.

Edna G. Donnelly, junior library assistant, appointed temp. October 11, $600 per year.

Julius H. Eliscu, page, appointed temp. October 11, $480 per year.

Ralph Erickson, page, resigned October 13.

Israel Falick, page, resigned October 17.

Aaron Flacks, page, appointed temp. October 7, $480 per year.

Elizabeth Flaherty, junior library assistant, appointed temp. October 4, $600 per year.

Walter Flynn, page, separated October 6; appointed temp. October 14, $480 per year.

Vera Franson, junior library assistant, appointed temp. October 21, $480 per year.

Milton Goldman, page, separated October 10.

Joseph Goldstein, page, separated October 1.

Meyer Goldstein, page, appointed temp. October 12, $480 per year.

Bernard Gordon, page, appointed temp. October 14, $480 per year.

Theodore Greenwald, page, appointed tem. October 3, $480 per year; separated October 10.

Morris Gurewitz, page, appointed temp. October 12, $480 per year.

George Hajduk, window washer, resigned October 18.

Peter Hansen, janitor, appointed temp. October 2, $45 per month.

Frank Harris, page, appointed temp. October 24, $480 per year; separated October 24.

Gladys Healy, junior library assistant, appointed temp. October 14, $600 per year.

Earl V. Hess, page, appointed temp. October 1, $480 per year.

Katherine Hitt, junior library assistant, resigned October 10.

Nina Hodge, junior library assistant, separated October 13.

Harry Horlick, page, appointed temp. October 24, $480 per year; separated October 24.

Elsie Jones, junior library assistant, appointed temp. October 14, $600 per year.

John J. Kanzer, page, appointed temp. October 26, $480 per year.

Bennie Kaplan, page, separated October 10.

Thomas Kaplan, page, appointed October 1, $480 per pear.

Mentor H. Klein, page, resigned October 10.

Arthur A. Kohn, page, appointed temp. October 11, $480 per year.

Louis Lee, page, separated October 7.

Aaron Levitas, page, appointed temp. October 21; $480 per year.

Morris Levy, page, appointed temp. October 21, $480 per year; separated October 21.

Rudolph Lowery, page, appointed temp. October 3, $480 per year; separated October 25.

Theodore Lutman, page, separated October 4.

Charles Maher, page, appointed temp. October 15, $480 per year.

Eleanor Marks, junior library assistant, separated October 27.

Rose Maykowska, janitress, appointed temp. October 26, $30 per month.

Alice Moore, junior library assistant, appointed temp. October 16, $600 per year; separated October 27.

Edward J. Moran, page, appointed temp. October 12, $480 per year.

Francis W. Morris, page, appointed temp. October 24, $480 per year.

Frank W. Neumann, page, separated October 1.

John J. Nugent, coal passer, resigned October 7.

Terence J. O'Brien, page, appointed temp. October 3, $480 per year.

David Perlin, page, appointed temp. October 30, $480 per year.

Lida Pirritte, junior library assistant, appointed temp. October 21, $600 per year.

Samuel Rabinowitz, page, appointed temp. October 5, $480 per year; separated October 10.

Ida Retlinger, junior library assistant, appointed temp. October 26, $480 per year.

Irwin Robertson, page, appointed temp. October 8, $480 per year.

Paul Rupprecht, page, appointed temp October 11, $540 per year.

John Ryan, page, appointed temp. October 14, $480 per year.

John M. Scott, page, appointed temp. October 3, $480 per year.

Mary Sindelar, junior library assistant, separated October 6.

Elliot Small, page, appointed temp. October 9, $480 per year.

Helen L. Smith, junior library assistant,

appointed temp. October 11, $600 per year.

J. T. Stade, janitor, appointed temp. October 1, $30 per month.

John Sylvester, page, appointed temp. October 28, $480 per year.

Olga Taylor, junior library assistant, appointed temp. October 14, $600 per year.

Norbert Templer, page, appointed temp. October 15, $480 per year.

Emil W. Thornell, page, appointed temp. October 12, $480 per year.

Henry B. Vaupel, page, separated October 13.

August Vogel, page, separated October 1.

Ivae Walker, senior library assistant, resigned October 6.

Marvin Walker, page, resigned October 1.

Margaret Williams, junior library assistant, appointed temp. October 21, $600 per year.

Casimir Wojcik, page, appointed temp. October 8, $480 per year.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

Lewis Institute, rent, W. Madison Street Branch	$ 150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100 00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, 3245 Fullerton Ave. (Branch)	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, West 26th Street Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Louis Solomon, rent, Humboldt Branch	185.00
Wm. E. Dever, rent, Sheridan Branch	190.00
Commonwealth Edison Co., electric current	186.00
Peoples Gas Light & Coke Co., gas	11.06
Chicago Telephone Co., service	113.50
J. C. Daly, street sprinkling, Rogers Park Branch	6.50
Consumers Co., ice	3.60
Haegele Ice Co., ice	20.16
Toll Bros., laundering towels	78.89
Individual Towel & Cabinet Service Co., clean towel supply	24.30
Buchanan Bros., street sprinkling, main library	15.00
Chicago Mill & Lumber Co., wooden boxes	273.00
Pottinger-Flynn Coal Co., coal	1,410.29
Citizens Service Bureau, removing cinders, street sprinkling and sidewalk cleaning	57.80
Charles E. Besly & Co., oil	6.00
Hills McCanna Co., galvanized cross-heads	2.40
Inland Electric Co, electrical supplies	98.49
Arcola Electric Co., electrical supplies	22.50
L. Gould & Co., ash cans and mops	154.54
Crescent Brush Works, floor sweepers, brooms, dusters	81.50
Armour Soap Works, soap powder	51 61
Cudahy Packing Co., soap powder	39.00
Newton & Hoit Co., desks and chairs	397.50
Inter Ocean Cabinet Co., furniture	75.00
G. B. Davidson, insurance on auto	59.90
Fred A. Phillips, insurance	15.00
Marshall Field & Co., window shades, etc.	27.70
DeTamble's Electric Shop, repairing valve, etc.	5.35
Standard Oil Co., gasoline	257.05
Valvoline Oil Co, oil	21.60
Goodyear Truck Tire Sales Co., tire	66.69
Bullard & Gormley Co., hardware	16.96
Chicago Auto Equipment Co., automobile accessories	10.40
H. Jacobsen, spark plugs	4.00
Sam Frankenstein, rent of cylinder	10.00
Milwaukee Ave. Garage, auto storage	8.00
D. J. Gallagher Mfg. Co., waste	15.81
H. G. Wilson, Sec'y, cash expenditures, October, 1918	44.34
Maypole Garage, auto storage	15.00
	$4,876.44

He, also, presented a bill from Heidel & Beck in the amount of $2,000.00, first payment on their contract for repairs and alterations at the Woodlawn Branch Library Building and moved that the bill be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

SPECIAL COMMITTEES.

Director Jonas, Chairman of the Joint Committee on Library and Buildings and Grounds, presented the following report of progress:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—The Committees on Library and Buildings and Grounds, to whom, sitting as a Joint Committee, was referred the recommendation of the Librarian for the establishment of a branch in the business district, beg leave to report as follows:

One meeting was held, on November 9th, at which a Special Committee of the Chicago Association of Commerce was in attendance and presented arguments favoring the project.

After thorough consideration we have concluded at this time to submit only a report of progress and to recommend that further inquiries be made as to the suitability of the location offered and as to the actual cost of the maintenance of such a branch.

Your Joint Committee also recommends that a suggestion be submitted to the Committee of the Association of Commerce that an arrangement for sharing the expense of installation and maintenance for an experimental period of one year would be very desirable. Your Committee believes that the large business interests of the district, which will be most directly benefited by such a branch, would gladly respond to a request from the Association of Commerce for subscriptions for this purpose. This measure would be in harmony with the policy of your Board, which has on several occasions, and with mutual benefit, asked such co-operation from communities desiring to secure branch installations.

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.
C. E. SCHICK,
SAMUEL GESSLER,
JAMES J. HEALY,
Committee on Buildings and Grounds.

CHICAGO, Nov. 11, 1918.

Director Shutter moved that the report be received.

Carried.

REPORTS.

The Librarian presented the statistical report for October, 1918, which was received and ordered published.

NEW BUSINESS.

The President, Director Barr, stated that on account of the crowded conditions in the Library building it was found necessary to look for floor space outside of the building for work in connection with the receiving, preparation and shipping of books for war-camp libraries, and that through the courtesy of Mr. Levy Mayer the store floor at No. 70 East Randolph street has been procured for this purpose from Agnes Nannie Stewart and Eglantine Daisy Stewart, owners of the building, without cost to the Library; and in connection with this matter he presented the following letter:

"Mayer, Meyer, Austrian & Platt,
"Continental and Commercial Bank Bldg.
"Chicago, Nov. 8, 1918.
"*Harry G. Wilson, Esq.*,
"*Secretary, Chicago Public Library,*
"*Michigan Ave. and Washington*
"*St., City.*

"*Dear Sir:*—Yours of the first instant with duplicate copies of the lease from

the Misses Stewart to the Public Library creating a tenancy at will of the premises at 70 East Randolph street, was duly received. Other unavoidable matters have kept me until now from reading the leases. I have done so, and approved them as to form. and by this mail am sending them to the Misses Stewart for their signature.

"Yours truly,

"Levy Mayer."

Director Tollkuehn moved that the President and Secretary be authorized to execute the lease in accordance with the terms set forth.

Carried.

Director Beroth moved that a sum not to exceed fifty dollars be appropriated for printing placards and other necessary material in connection with an exhibit of books suitable for Christmas purchases.

Carried.

Director Beroth moved that the Librarian be authorized to purchase 5,000 copies of the publication entitled "The Book Shelf for Boys and Girls" at an estimated cost of $150.00; the copies to be sold to library patrons at five cents each to cover the expense of cost and handling, and that this purchase be made from the rental collection fund; this fund to be reimbursed from the moneys received from the sale of the lists.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

Director Beroth moved that the Woman's Aid be given permission to maintain a booth in the Library building for the purpose of soliciting subscriptions for the United War Work Campaign for the week ending November 18, 1918.

Carried.

On motion of Director Jonas, the Board adjourned.

A. S. Wilson

Secretary.

REPORT OF LIBRARIAN FOR OCTOBER, 1918.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of October was 601,944; for the corresponding month of the previous year 534,979. The circulation was from the following sources:

Central Library	67,344
Branches	389,848
Stations	34,207
Traveling Libraries	83,810
Deposits and Miscellaneous	26,735
	601,944

The following is a summary of the books obtained at the Central Library:

Main Collection	25,626
Open Shelf	32,967
Hughes Room	3,466
Music Room	2,130
Information Desk (Teachers and special cards)	1,824
Miscellaneous	553
Books for the Blind	604
Documents	174
	67,344

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,969	216	3,185
Austin	13,210	279	13,489
Austin High	7,927	....	7,927
Bessemer Park	5,954	274	6,228
Blackstone	12,251	424	12,675
Burr School	6,185	152	6,337
Cornell Square	3,339	59	3,398
Davis Square	1,744	73	1,817
Douglas Park	20,322	582	20,904
Dvorak Park	5,106	93	5,199
Eckhart Park	5,679	228	5,907
Englewood High	3,581	....	3,581
Forestville School	3,670	156	3,826
Fuller Park	4,496	102	4,598
Hamilton Park	9,172	306	9,478
Hamlin Park	6,571	107	6,678
Hardin Square	4,779	189	4,968
Harrison High	8,004	....	8,004
Hebrew Institute	9,168	508	9,676
Holstein Park	5,446	123	5,569
Humboldt	14,234	1,049	15,283
Independence Park	5,478	130	5,608
Kelly	20,250	335	20,585
Kosciuszko	4,261	115	4,376
Lake View High	5,639	....	5,639
Lewis Institute	15,071	435	15,506

Lincoln Center	9,530	309	9,839
Logan Square	11,973	304	12,277
McKinley Park	4,021	50	4,071
Mark White Square	5,735	56	5,791
Marshall High	4,637	136	4,773
Morse School	5,075	203	5,278
Ogden Park	10,340	131	10,471
Palmer Park	4,823	128	4,951
Pulaski Park	4,359	99	4,458
Rogers Park	10,019	192	10,211
Scanlan School	4,615	48	4,663
Senn High	7,088	....	7,088
Seward Park	7,337	376	7,713
Shedd's Park	6,336	271	6,607
Sheridan Park	17,385	325	17,710
Sherman Park	8,001	132	8,133
Stanford Park	6,233	232	6,465
Stanton Park	3,244	53	3,297
Sumner School	5,204	117	5,321
Walker	4,152	72	4,224
West North Ave	12,013	152	12,165
West 26th Street	10,141	99	10,240
Woodlawn	23,081	796	23,877
Total	389,848	10,216	400,064

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Argyle	1,419	32	1,451	Dunning	2,049	..	2,049
Armitage	1,550	161	1,711	East Austin	891	9	900
Assoc. House	1,040	573	1,613	East Rogers Park	1,556	104	1,660
Avondale	1,513	52	1,565	E. Sixty-third St.	1,487	36	1,523
Birchwood	2,602	..	2,602	Edison Park	852	..	852
Butler House	3,159	196	3,355	Fernwood	1,159	..	1,159
Cheltenham	1,401	50	1,451	Gage Park	113	..	113
Chicago Ave.	1,104	196	1,300	Garfield	1,139	219	1,358
Chicago Lawn	2,682	..	2,682	Grand Ave.	909	636	1,545
Cicero Ave.	801	32	833	Grand Crossing	1,466	22	1,488
Dauphin Park	1,245	105	1,350	Greenview	698	50	748
Diversey Ave.	1,917	30	1,947	Gresham	4,217	..	4,217

Hegewisch	1,509	..	1,509	South Shore	702	59	761
Hermosa	1,626	..	1,626	S. Western Ave.	581	327	908
Homan	1,642	77	1,719	Southport Avenue.	472	150	622
Irving Park	645	23	668	Thirty-first St.	947	653	1,600
Jefferson Park	1,471	..	1,471	Trumbull Park	250	..	250
Larrabee St	1,826	714	2,540	Wakeford	2,363	122	2,485
Lawndale	2,208	...	2,208	Washing'n Heights.	674	..	674
Longwood	929	..	929	West Brighton	181	..	181
Madison Street	1,200	786	1,986	West Englewood	1,470	..	1,470
Mayfair	1,067	..	1,067	West Harrison St.	1,135	755	1,890
Milwaukee Ave.	590	241	831	West Pullman	2,549	..	2,549
Montrose	1,557	...	1,557	West Ravenswood.	2,278	172	2,450
North Clark St.	781	399	1,180	W. Sixteenth St.	3,528	264	3,792
Norwood Park	474	..	474	West Twelfth St.	2,383	2,124	4,507
Park Manor	3,291	163	3,454	Wieboldt	3,164	....	3,164
Ravenswood	2,073	232	2,305				
S. Ashland Ave.	1,275	1,015	2,290	Total	83,810	10,779	94,589

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	389,848	10,216	400,064
Traveling Libraries	83,810	10,779	94,589
Business House Deposits	24,869	891	25,760
Miscellaneous References	1,866	.....	1,866
Total	500,393	21,886	522,279

Of the 34,207 books supplied through the Stations Department, 10,216 were sent to 44 branches and 23,991 to 65 stations. The books supplied for the same month of the preceding year numbered 45,335 volumes.

The circulation department was open on 27 week days. The daily average week day circulation was 22,294.

REFERENCE ROOM.

Number of books issued from stacks 23,295

Number of recorded visitors 9,108

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 3,719. Visitors, 882.

HUGHES ROOM.

Volumes circulated, 3,466; pictures circulated, 2,875; visits from school classes, ..; recorded visitors, 2,929. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 3,430; bound newspapers, 638. Visitors, 1,164

CIVICS ROOM.

Magazines issued, 2,189; directories consulted, 2,365; bound documents used, 961; books, 637; pamphlets, 8,610; visitors, 6,100.

STUDY ROOM.

Volumes consulted, 1,422. Visitors, 3,325.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,095. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 64,301.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 8,598; issued in October of the previous year, 8,250.

Number of juvenile cards issued, 2,753; research cards, ..; vacation cards, ..; teachers' cards, 163. The number of three-year cards outstanding is 210,358.

BINDERY DEPARTMENT.

Number of books at binderies October 1, 1918	12,076
Number of books sent to binderies in October, 1918	6,784
Total number of books at binderies in October, 1918	18,860
Number of books received from binderies in October, 1918	6,026
Number of books at binderies November 1, 1918	12,834
Number of books repaired in Library in October, 1918	6,022

GROWTH OF THE LIBRARY.

The total number of volumes in the Library November 1, 1918, was 919,831. Received since June 1, 1918, 56,738; since October 1, 1918, 9,367. Books worn out and discarded since June 1, 1918, 18,265; since October 1, 1918, 3,275. Books lost and paid for since June 1, 1918, 1,267; since October 1, 1918, 208. Books found and money refunded since June 1, 1918, 99; since October 1, 1918, 20.

CARL B. RODEN,
Librarian.

CHICAGO, November 11, 1918.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, NOVEMBER 25, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Jonas, Gessler and Tollkuehn.

Absent—Directors Schick, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting of November 11, 1918, and of the adjourned regular meeting held November 12, 1918, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From citizens of Norwood Park, requesting the Board to move the deposit station in that locality to the Norwood Park Public School.

Referred to the Committee on Library.

From Albert E. Icely, requesting the Board to establish a station at No. 2848 N. Cicero Avenue.

Referred to the Committee on Library.

From Charles Grobe, resigning as keeper of station No. 19 West.

Referred to the Committee on Library.

From Henry C. Bornsen, requesting the Board to appoint him keeper of station No. 19 West, located at 3605 Armitage avenue.

Referred to the Committee on Library.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Jonas, Gessler, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1089 vols.,	$1568.00
Branch Collection:	2270 vols.,	1643.00
School Deposit Collection:	855 vols.,	561.00
High School Collection:	73 vols.,	261.00
Deposit Collection:	456 vols.,	464.00
Thomas Hughes Collection:	33 vols.,	26.00
Kelly Collection:	88 vols.,	58.00
Rental Collection:	66 vols.,	66.00
Gano Insurance Fund:	288 vols.,	268.00
	5218 vols.,	$4915.00

Respectfully submitted,
EDGAR A. JONAS,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Nov 25, 1918.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Jonas, Gessler, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—The Committee on Administration begs leave to make the following recommendations:

That the Librarian be authorized to make requisition upon the Civil Service Commission for the following:

Twenty-five additional junior assistants for full and part time service in the branches where the heavy increase in circulation makes extra help necessary.

One junior assistant, male, for evening service in Civics Department.

That the Librarian be authorized to arrange for the cataloging of books in modern Greek at a cost not to exceed $150.

That the requisition made upon the Civil Service Commission June 24, 1918, for one Assistant Librarian with the salary of $3,500. per annum be withdrawn.

That the following resignations be accepted, with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—David Epstein, November 10; C. Arthur Halstead, October 31.

Junior library assistant — Grace M. Burns, November 3.

That leaves of absence be granted as follows:

Camille Rigali, senior assistant, six months from November 26.

Ruth C. Barlow, junior assistant, extension of leave for two months from November 26.

Robert Mandel, page, extension of leave from December 7 to 31, inclusive.

Goldye Salganick, senior assistant, extension of leave from November 26 to December 10, inclusive.

Respectfully submitted,
R. G. SHUTTER,
FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Nov. 25, 1918.

COMMITTEE ON BUILDINGS AND GROUNDS.

In the absence of the Chairman, Director Gessler recommended, on behalf of the Committee, that a payment of $3,000.00 on account be made to Alfred S. Alschuler, architect, for services rendered in connection with the new regional branch on Crawford avenue and Monroe street.

The recommendation was concurred in as follows:

Yeas—Directors Healy, Shutter, Jonas, Gessler, Tollkuehn and the President—6.

Nays—None.

Director Gessler also recommended, on behalf of the Committee, that the Secretary be authorized to purchase three No. 10 Royal typewriters at a cost not to exceed $243.00.

The recommendation was concurred in as follows:

Yeas—Directors Healy, Shutter, Jonas, Gessler, Tollkuehn and the President—6.

Nays—None.

On motion of Director Healy, the Board adjourned.

A. B. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, DECEMBER 9, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Gessler and Tollkuehn.

Absent—Directors Jonas, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held November 25, 1918, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, Director Shutter moved that the matters in the hands of the Committee be considered in open Board.

Carried.

Director Shutter presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Tollkuehn and the President—6.

Nays—None.

A. C. McClurg & Co., books	6,258.06
Clayton F. Summy Co., books and hinging music	633.09
The Kenyon Co., maps	346.50
American Printing House for the Blind, books	223.38
H. W. Wilson Co., books and subscription	150.25
Keystone View Co., views and pictures	135.40
A. L. A. Publishing Board, books	90.00
H. L. Haywood, books	90.00
A. Kroch & Co., books and subscriptions	54.15
C. V. Ritter, books	45.35
Henry Collins Brown, books	15.00
Clothing Designer Co., books	7.50
Poor's Manual Co., books	7.50
Marshall Field & Co., books	5.00
J. M. Hanson-Bennett Magazine Agency, subscription	9.95
Brabandt & Valters Book Binding Co., binding	1,430.09
Geo. E. Koehler & Son, binding	1,090.10
Joseph Flucke & Son, binding	516.35
Northwestern Bindery, binding	444.85
John Seybold, marking books	135.66
Burgmeier Book Bindery, binding	114.10
Slade, Hipp & Meloy, gummed muslin	41.40
Gane Bros. & Co., glue	17.50
Tucker-Kenworthy Co., printing November bulletins	94.75
Dwight Bros. Paper Co., paper	118.16
James White Paper Co., paper	38.14
Bradner Smith & Co., paper	24.10
J. W. Butler Paper Co., paper	20.00

Swigart Paper Co., paper	10.00
Parker, Thomas & Tucker Paper Co., paste	8.40
Gaw-O'Hara Envelope Co., printed envelopes	55.47
Library Bureau, guides	11.50
Rockwell-Barnes Co., folders	11.00
Cameron, Amberg & Co., requisition books and reports	99.25
Max Stern's Sons, printing	41.50
James Watson & Co., printing	35.00
Holmes Co., stationery	23.30
G. Wallace Hess, two placards	5.00
Geo. E. Cole & Co., stationery	56.47
City Collector, stationery	10.12
Universal Stamp & Stencil Works, pencil tops and rubber stamps	58.55
Rolle Rubber Co., rubber bands	17.50
Tablet and Ticket Co., gummed letters	11.01
A. B. Dick Co., ink and dermax	6.50
H. G. Wilson, Sec'y, cash expenditures, Nov., 1918	377.98
	$12,994.88

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Tollkuehn and the President—6.

Nays—None.

Rental Collection Fund:

A. C. McClurg & Co., books	$130.20

Ryder Fund Income Account:

G. Broes VanDort Co., book	25.00
Architectural Book Publishing Co., book	4.05
	$29.05

He, also, presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1345 vols., (500 pictures)	$1623.00
Deposit Collection:	4146 vols.,	3653.00
Branch Collection:	3418 vols.,	3158.00
High School Collection:	129 vols.,	123.00
Thomas Hughes Collection:	303 vols.,	257.00
Ryder Collection:	2 vols.,	16.00
Kelly Collection:	69 vols.,	65.00
Rental Collection:	21 vols.,	21.00
	9433 vols., (500 pictures)	$8916.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $27.10, be paid from the incidental fund.

CHICAGO, Dec. 9, 1918.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Page—Sidney N. Levin, December 1.

Junior library assistant — Stella A. Turek, November 30.

It is further recommended that leaves of absence be granted as follows:

Cora Hough, junior library assistant, six months from November 26.

Martha Y. Joseph, junior library assistant, from December 2 to 31, inclusive.

Alvin W. Beck, elevator operator, six months from December 2.

Edward Karasinski, page, extension of leave from November 26 to June 1, 1919.

The great increase in work done in several departments of the Library, notably in the branches and high schools, has caused certain inequalities in the staff which call for civil service examinations in order that promotions may be made where the demands of the service render them advisable. We therefore recommend that the Civil Service Commission be requested to hold the following examinations in Class G, Library service:

Principal assistants, $1200 per annum, promotional and original entrance.

Head assistants, $1440 per annum, promotional.

Finally, we recommend that compensation be granted to Olive E. Pillsbury, under the provision of Article XVII of the By-Laws, for time lost through illness from August 4 to September 3, 1918.

Respectfully submitted,

R. G. SHUTTER,
FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Dec. 9, 1918.

He, also, presented the list of vacancies and appointments for November, 1918, which was received and ordered published.

The following is the list:

Clyde Bader, page, appointed temp. November 26, $480 per year.

Harriet I. Baer, principal branch librarian, resigned November 10.

Thomas J. Barry, page, appointed temp. November 15, $480 per year.

Evangeline Binmore, junior library assistant, appointed temp. November 11, $480 per year.

Hector Bishop, page, appointed temp. November 21, $480 per year.

Fred Blumenfeld, page, appointed temp. November 8, $480 per year.

Sidney W. Brown, page, separated November 1.

Grace M. Burns, junior library assistant, resigned November 3.

Harry Burton, page, appointed temp. November 12, $480 per year.

Abe Cassman, page, appointed temp. November 12, $480 per year.

Lucile J. Cumfer, junior library assistant, separated November 19.

Carlos Davidson, page, appointed temp. November 27, $480 per year.

Gladys DeClercq, junior library assistant, appointed temp. November 27, $600 per year.

David Epstein, page, resigned November 10.

Walter Flynn, page, separated November 25.

James Gilsinian, page, resigned November 10.

Archie Ghingold, page, appointed temp. November 4, $480 per year; separated November 4.

Charlotte Glader, junior library assistant, appointed temp. November 8, $600 per year; separated November 8.

Regina Granacki, junior library assistant, appointed temp. November 26, $600 per year.

Beulah Haskell, junior library assistant, appointed temp. November 12, $480 per year; separated November 25.

Walter Hasselhorn, page, appointed temp. November 26, $480 per year.

Thomas Hennessy, coal passer, appointed temp. November 15, $1200 per year; separated November 26.

Isadore Hirsch, page, separated November 27.

Edith Holdom, junior library assistant, separated November 1.

Sam D. Kretshmer, page, appointed temp. November 18, $480 per year.

Marguerite Laidley, junior library assistant, appointed temp. November 18, $480 per year.

Gerald Leibowitz, page, appointed temp. November 12, $480 per year; separated November 17.

Mona W. Lorange, junior library assistant, appointed temp. November 6, $600 per year.

Frank McMahon, page, appointed temp. November 13, $480 per year.

Bessie Miller, junior library assistant, appointed temp. November 14, $480 per year.

Harry G. Martin, page, appointed temp. November 26, $480 per year.

Charles Maher, page, separated November 17.

Lyman Moore, page, appointed temp. November 27, $480 per year.

Joseph J. Perkins, page, appointed temp. November 26, $480 per year; separated November 26.

David Perlin, page, separated November 10.

Bernard Ponedel, page, November 26, appointed temp. $480 per year.

Louis Press, page, appointed temp. November 12, $480 per year; separated November 29.

Genevieve Przybylinski, junior library assistant, appointed temp. November 1, $600 per year.

Lester E. Purer, page, appointed temp. November 1, $480 per year.

Winifred Quirk, janitress, separated November 10.

Edith Riley, junior library assistant, separated November 6.

Grace Ruud, junior library assistant, appointed temp. November 19, $600 per year.

Sam Sachs, page, appointed temp. November 19, $480 per year; separated November 29.

Pearl Sandler, junior library assistant, appointed temp. November 12, $600 per year.

Louise Scheidt, junior library assistant, appointed temp. November 4, $600 per year; separated November 17.

Dominic Scimo, page, appointed temp. November 26, $480 per year.

John M. Scott, page, separated November 6.

Abe Stern, page, appointed temp. November 18, $480 per year; separated November 25.

Fred W. Sturm, janitor, reinstated November 25, $1020 per year.

Walter Szyperski, page, appointed temp. November 8, $480 per year.

Olga Taylor, junior library assistant, separated November 17.

Adelia Thompson, junior library assistant, separated November 25.

Helen Tillotson, junior library assistant, appointed temp. November 12, $600 per year.

Stella Turek, junior library assistant, resigned November 30.

Frank Underwood, separated by death November 1.

Katherine Voell, junior library assistant, appointed temp. November 18, $600 per year.

Fanny Weisman, junior library assistant, appointed temp. November 4, $600 per year.

Roy Winer, page, separated November 25.

Casimir Wojcik, page, separated November 10.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Tollkuehn and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$ 190.00
Louis Solomon, rent, Humboldt Branch	185.00
Lewis Institute, rent, Lewis Institute Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100 00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, West 26th Street Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Commonwealth Edison Co., electric current	232.23
Peoples Gas Light & Coke Co., gas	8.58
Chicago Telephone Co., telephone service	124.00
W. V. Geary, sprinkling at Blackstone Branch	25.00
H. J. Troch, street sprinkling at Logan Square, Humboldt and Rogers Park Branches	4.00
Toll Bros, laundering towels	77.03
Individual Towel & Cabinet Service Co., clean towel supply	22.90
Haegele Ice Co., ice	17 03
Buchanan Bros., street sprinkling, main library	15 00
Citizens Service Bureau, removing cinders, street sprinkling and sidewalk service	79.61

Pottinger-Flynn Coal Co., coal	1,825.98
Westinghouse Traction Brake Co., valves, rings, gaskets, etc.	32.62
D. J. Gallagher Mfg. Co., wiping cloths	13.16
O. C. Keckley Co., gaskets, etc.	11.33
Inland Electric Co , electrical supplies	29.11
Frank Scaar & Co., repair part for elevator No. 11	24.75
Elevator Supplies Co., parts for elevator	12.90
Thayer & Lynn, repairs to coil, etc.	11.57
Bullard & Gormley Co., hardware	26.10
Armour Soap Works, soap powder	19.06
Northwestern Broom Works, brooms	19.50
William Dilley, brooms	16.00
Mark T. Hartford Co., dusters	9.00
Fuller-Morrisson Co., ammonia	5.25
John J. Keenan & Co., furniture	467.00
Marshall Field & Co., linoleum	192.77
Yale & Towne Mfg. Co., wardrobe locks and keys	83.92
H. Rosenbaum Roofing Co., labor and material repairing glass roof	121.33
C. W. Johnson, steamfitting work in Woodlawn Branch	86.72
A. J. Hansen, labor, etc., at George C. Walker Branch	36.86
Edward Hines Lumber Co., lumber	27.70
Yeomans Bros. Co., bronze hinge fitted to ejector	11.30
Hyde Park Awning and Sign Co., taking down awnings and storage	7.00
Standard Oil Co., gasoline	228.85
W. P. Collins & Co., grease	15.00
Goodyear Truck Tire Sales Co., automobile tire, etc.	84.60
Wright, Cooler & Hood Mfg. Co., repairing radiators, etc.	20.35
U. S. Auto Supply Co., auto accessories	11.55
A. A. Stevens & Bro., radiator cover, etc., for Republic truck	7.70
H. Jacobsen, spark plugs	3.00
Remien & Kuhnert Co., shellac, iron enamel and brush	8.65
Milwaukee Ave. Garage, auto storage	8.00
H. G. Wilson, cash expenditures, Nov. 1918	59.74
	$5,313.75

REPORTS.

The Librarian presented his statistical report for the month of November, 1918, which was received and ordered published.

The Secretary reported, informally, on the matter of the Edison Park Branch, referred to the President and Secretary October 28, 1918, with authority to act. He stated that the Board of Education had been called on to carry out their part of the contract in the maintenance of the branch, and that the Board of Education had ordered a continuance of heat, light and janitor service for the remaining period of the lease, which expires April 30, 1919.

NEW BUSINESS.

Director Tollkuehn presented a report on the condition of the branches assigned to him under resolution of the Board May 13, 1918.

Director Healy moved that the report be received and that the recommendations contained therein be referred to the Committee on Buildings and Grounds.

Carried.

On motion of Director Shutter, the Board adjourned.

A. H. Wilson

Secretary.

REPORT OF LIBRARIAN FOR NOVEMBER, 1918.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of November was 638,817; for the corresponding month of the previous year 517,015. The circulation was from the following sources:

Central Library	73,599
Branches	406,122
Stations	33,850
Traveling Libraries	96,206
Deposits and Miscellaneous	29,040
	638,817

The following is a summary of the books obtained at the Central Library:

Main Collection	28,003
Open Shelf	35,441
Hughes Room	4,347
Music Room	2,471
Information Desk (Teachers and special cards)	2,042
Miscellaneous	530
Books for the Blind	607
Documents	158
	73,599

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,867	193	3,060
Austin	13,874	286	14,160
Austin High	6,140	....	6,140
Bessemer Park	6,538	320	6,858
Blackstone	11,698	394	12,092
Burr School	6,062	132	6,194
Cornell Square	3,928	64	3,992
Davis Square	2,178	61	2,239
Douglas Park	19,954	530	20,484
Dvorak Park	5,591	72	5,663
Eckhart Park	6,876	130	7,006
Englewood High	3,249	....	3,249
Forestville School	3,844	176	4,020
Fuller Park	5,012	111	5,123
Hamilton Park	9,195	249	9,444
Hamlin Park	7,018	81	7,099
Hardin Square	5,405	146	5,551
Harrison High	6,574	....	6,574
Hebrew Institute	9,521	573	10,094

Holstein Park	6,326	96	6,422
Humboldt	18,083	1,139	19,222
Independence Park	6,110	142	6,252
Kelly	19,517	304	19,821
Kosciuszko	4,608	95	4,703
Lake View High	5 489	....	5,489
Lewis Institute	15,520	501	16,021
Lincoln Center	9,354	384	9,738
Logan Square	12,141	294	12,435
McKinley Park	4,160	20	4,180
Mark White Square	6,017	59	6,076
Marshall High	3,800	170	3,970
Morse School	5,853	261	6,114
Ogden Park	10 776	126	10,902
Palmer Park	5,323	115	5,438
Pulaski Park	5,509	104	5,613
Rogers Park	11,021	228	11,249
Scanlan School	5,142	75	5,217
Senn High	6,927	....	6,927
Seward Park	7,880	250	8,130
Shedd's Park	7,542	256	7,798
Sheridan Park	17,873	276	18,149
Sherman Park	8,788	131	8,919
Stanford Park	5,430	133	5,563
Stanton Park	4,286	73	4,359
Sumner School	5,142	121	5,263
Walker	3,906	91	3,997
West North Ave	14,181	211	14,392
West 26th Street	11,655	91	11,746
Woodlawn	22,239	769	23,008
Total	406,122	10,033	416,155

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	3,218	112	5,092	Birchwood	2,754	..	2,754
(October)	1,762			Butler House	4,226	167	4,393
Argyle	1,547	15	1,562	Cheltenham	1,651	31	1,682
Armitage	1,739	112	1,851	Chicago Ave.	893	166	1,059
Assoc. House	1,720	607	2,327	Chicago Lawn	2,604	..	2,604
Avondale	1,802	53	1,855	Cicero Ave	903	30	933

Dauphin Park.	1,316	89	1,405	Montrose	1,641	..	1,641
Diversey Ave.	1,864	33	1,897	North Clark St.	735	380	1,115
Dunning	2,031	..	2.031	Norwood Park	486	..	486
East Austin	1,033	..	1,033	Park Manor	3,734	129	3 863
East Rogers Park	1,348	102	1,450	Ravenswood	2,219	178	2,397
E. Sixty-third St.	1,016	28	1,044	S. Ashland Ave.	1,335	1,059	2,294
Fernwood	1,139	..	1,139	South Shore	737	45	782
Gage Park	1.797	..	1.797	S. Western Ave.	607	344	951
Garfield	1,074	221	1,295	Southport Avenue.	525	117	642
Grand Ave.	984	669	1,653	Thirty-first St.	875	626	1,501
Grand Crossing	1,321	36	1,357	Trumbull Park	1862	..	1,862
Greenview	799	42	841	Wakeford	2,398	98	2,496
Gresham	3,984	27	4,011	Washing'n Heights.	683	..	683
Hegewisch	1,521	..	1,521	West Brighton	145	..	145
Hermosa	1,697	..	1 697	West Englewood	1,192	..	1,192
Homan	2,186	160	2,346	West Harrison St.	1,267	711	1,978
Irving Park	675	35	710	West Pullman	2,574	..	2,574
Jefferson Park	1,824	..	1,824	West Ravenswood	2,359	132	2,491
Larrabee St	1,603	674	2,277	W. Sixteenth St.	4.025	234	4.259
Lawndale	2,114	...	2,114	West Twelfth St.	2,529	2,447	4,976
Longwood	1,090	..	1,090	Wieboldt	3,595	....	3,955
Madison Street	1,118	785	1,903	Windsor Park	569	..	569
Mayfair	1,172	..	1,172				
Milwaukee Ave.	589	207	796	Total	96,206	10.901	107,107

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	406,122	10,033	416,155
Traveling Libraries	96,206	10,901	107,107
Business House Deposits	27,518	952	28,470
Miscellaneous References	1,522	.....	1,522
Total	531,368	21,886	553,254

Of the 33,850 books supplied through the Stations Department, 10,033 were sent to 44 branches and 23,817 to 66 stations. The books supplied for the same month of the preceding year numbered 45.582 volumes.

The circulation department was open on 25 week days. The daily average week day circulation was 25,553.

REFERENCE ROOM.

Number of books issued from stacks 24,545

Number of recorded visitors 9,194

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 3,794. Visitors, 845.

HUGHES ROOM.

Volumes circulated, 4,347; pictures circulated, 3,570; visits from school classes, 2; recorded visitors, 3,037. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted. Patents, 3,100; bound newspapers, 425. Visitors, 1,102

CIVICS ROOM.

Magazines issued, 1,828; directories consulted, 2,196; bound documents used, 966; books, 528; pamphlets, 8,355; visitors, 5,465.

STUDY ROOM.

Volumes consulted, 1,684. Visitors, 3,303.

READING ROOM.

Periodicals issued at the counter at Central Library, 10,854. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 66,477.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 8,414; issued in November of the previous year, 8,400.

Number of juvenile cards issued, 3,411; research cards, 1; vacation cards, ..; teachers' cards, 166. The number of three-year cards outstanding is 209,966.

BINDERY DEPARTMENT.

Number of books at binderies November 1, 1918	12,834
Number of books sent to binderies in November, 1918	6,531
Total number of books at binderies in November, 1918	19,365
Number of books received from binderies in November, 1918	6,493
Number of books at binderies December 1, 1918	12,872
Number of books repaired in Library in November, 1918	4,719

GROWTH OF THE LIBRARY.

The total number of volumes in the Library December 1, 1918, was 925,297. Received since June 1, 1918, 65,009; since November 1, 1918, 8,271. Books worn out and discarded since June 1, 1918, 20,929; since November 1, 1918, 2,664. Books lost and paid for since June 1, 1918, 1,474; since November 1, 1918, 207. Books found and money refunded since June 1, 1918, 125; since November 1, 1918, 26.

CARL B. RODEN,
Librarian.

CHICAGO, 9th December, 1918.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, DECEMBER 23, 1918.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick and Jonas.

Absent — Directors Gessler, Beroth, Tollkuehn and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held December 9, 1918, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	835 vols., (84 pamphlets)	$ 1013.00
Branch Collection:	13,529 vols.,	10,584.00
School Deposit Collection:	6390 vols.,	4792.00
High School Collection:	33 vols.,	33.00
Deposit Collection:	1462 vols.,	1103.00
Thomas Hughes Collection:	37 vols.,	32.00
Kelly Collection:	483 vols.,	425.00
Rental Collection:	2 vols.,	2.00
	22,771 vols., (84 pamphlets)	$17,984.00

Your Committee further recommends:

That station 19 West be transferred from Charles Grobe, 3605 Armitage avenue, to H. C. Bornsen, successor to the

business of the former, at the same address.

That station 42 West, at 1105 North California avenue, be transferred to John Steiner at the same address.

That a delivery station be installed at 2848 North Cicero avenue in charge of Mrs. M. Roth, under the usual conditions.

That the Library service at Hermon Beardsley Butler House, 3212 Broadway, be changed from a traveling library to a branch, with full branch equipment and staff.

Respectfully submitted,
EDGAR A. JONAS,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Dec. 23, 1918.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to submit the following recommendations:

That the following resignation be accepted, with instructions to the Librarian to fill the vacancy by requisition upon the Civil Service Commission:

Margaret Beckner, junior library assistant, January 1.

That leaves of absence be granted as follows:

Mary Mangan, janitress, extension of leave for four months from December 22.

Rosalind Mason, senior library assistant, extension of leave for one month from December 21.

Axel Olson, window washer, extension of leave for three months from December 28.

Goldye Salganick, senior library assistant, extension of leave for three months from December 11.

That the Librarian be authorized to make requisition upon the Civil Service Commission for three principal assistants from the eligible list now in force, and that said list be thereupon cancelled.

That the Civil Service Commission be requested to incorporate the two names remaining upon the present eligible list for Grade IV with those resulting from the examination for the same Grade to be held in the near future, in accordance with the recommendation adopted by this Board on December 9th instant.

That the Librarian be authorized to expend not to exceed fifteen dollars per month for extra services in the Branch Department for a period of four months or less, beginning December 11th instant.

That the action of the Librarian in suspending Agatha Wieboldt and Oscar Carlson from duty with loss of pay beginning at noon on Friday, December 20, be approved, said suspensions to continue until the both parties satisfy the Librarian that their differences have been settled. Also, that both be reprimanded and warned that further reports of misconduct, neglect of duty, or violation of the rules of the Library will be followed by a request on the Civil Service Commission for their dismissal.

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Dec. 23, 1918.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following bills recommended for payment by the Committee and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas and the President—5.

Nays—None.

John J. Keenan & Co., first and final payment partitions and changes in furniture at Woodlawn Branch..... $275.00

Heidel & Beck, final payment repairs and alterations at Woodlawn Branch..... 698.00

He, also, presented estimates for furnishing and laying Battleship linoleum on a portion of the floor of the Deposit Department left bare by the removal of bookcases, and recommended, on behalf of the Committee, that the contract be awarded to Carson, Pirie, Scott & Co. on their estimate of $81.60; this being the lowest of three bids received.

The recommendation was concurred in as follows:

Yeas—Directors Healy, Shutter, Schick, Jonas and the President—5.

Nays—None.

REPORTS.

The Secretary presented a report of the United States Audit Company on their audit of the books and accounts of the Public Library for the three months ended November 30, 1918.

The report was received and ordered published.

The following is the report:

December 21st, 1918.

To the President and Board of Directors,
The Chicago Public Library,
Chicago.

Gentlemen:—In accordance with instructions, we have audited the books and accounts of the Chicago Public Library for the three months ended November 30, 1918.

We compared the vouchers with the entries in the Cash Book and Voucher Record, and verified the Receipts from Fines, Books Lost, Deposits, etc., by a comparison with the Branch Library Daily Receipt books and stubs of the Deposit Receipt books.

We proved the footings of all books of original entry and traced the postings therefrom to the General Ledger.

We verified the Cash Account by counting the cash in the office and by checking the bank accounts.

We inspected and checked the securities representing the various investments in the presence of Secretary Wilson and of Directors Shutter and Tollkuehn.

We submit herewith various statements, as indexed, containing full details of the transactions for the period under review. Same are correct and in accordance with the books.

Yours very truly,
UNITED STATES AUDIT CO.
W. B. FLERSHEM,
Certified Public Accountant.

FUNDING BALANCE SHEET, NOVEMBER 30, 1918.

Fund Assets.

Public Library Fund:

Taxes Collectible 1917	$170,432.80	
Cash in hands of City Treasurer	28,125.27	
		$198,558.07

Current and Trust Funds:		
Bonds	277,411.76	
Certificate of Deposit	588.24	
Cash	3,623.58	
Secretary's Petty Cash	437.72	
		282,061.30
Total Assets		$480,619.37

Fund Liabilities.

Public Library Fund	$ 198,558.07	
Petty Cash	500.00	
Current and Trust Funds:		
Kelly Fund	200,000.00	
Kelly Fund Increment	65,000.00	
Kelly Branch	4.07	
Ryder Fund	10,000.00	
Ryder Fund Income	124.92	
Beecher Fund	2,000.00	
Beecher Fund Income	5 04	
Jackson Fund	1,000.00	
Jackson Fund Income	159.30	
Security Deposits	1,351.60	
Special Deposits	100.00	
Insurance Fund	300.00	
Rental Collection	1,516.37	
Total Current and Trust Fund Liabilities	281,561.30	
Total Liabilities		$480,619.37

Cash Receipts and Disbursements for the Three Months Ended November 30, 1918.

Receipts.

Taxes 1915 and Prior		$ 2,553.02	
Taxes 1916		28,267.83	
Taxes 1917	$ 197,402.59		
Less: Tax Warrants 1917 Redeemed	70,000.00		
		$127,402.59	
Cash in hands of City Treasurer for Redemption of 1917 Tax Warrants	20,779.22		
Interest on Balance with City Treasurer	134.13		
Quarterly Receipts	1,260.45	22,173.80	
Total Cash Receipts		180,397.24	
Add: Balance August 31, 1918		24,632.75	
			205,029.99

Disbursements.

Salaries: Main Library	$ 66,758.71		
Branches	37,654.07		
Delivery Stations	2,876.79		
		107,289.57	
Delivery Stations: Miscellaneous		1,198.79	
Branches: Miscellaneous		5,338.08	
Books		26,807.12	
Binding		10,809.19	
Finding List		550.29	
Printing and Stationery		1,858.71	
Periodicals		8,030.26	
Miscellaneous		1,120.33	
Fuel		3,385.50	
Heating and Generating Plant		354.98	
Electric Supplies and Repairs		175.89	
Janitor's Expense		365.44	
Furniture and Fixtures		1,971.84	
Insurance		84.90	
Freight and Expressage		12.89	
Postage		883.26	
Books Lost and Paid for—Refunds		83.99	
Repairs, Alterations and Improvements		3,410.77	
Branch Buildings and Grounds		3,000.00	
Interest		123.70	
Total Disbursements			176,904.72
Balance on hand November 30, 1918			$ 28,125.27

Current and Trust Funds.

Cash Receipts and Disbursements for the Three Months Ended November 30, 1918.

Receipts.	Total.	November.	October.	September.
Kelly Branch	$ 1,801.96	$ 220.00	$1,461.10	$ 120.86
Ryder Fund Income	74.90	40.00	20.00	14.90
Jackson Fund Income	25.00	....	25.00	....
Rental Collections	412.03	159.04	143.63	109.36
Secretary's Petty Cash	1,294.11	499.73	377.97	416.41
Miscellaneous	587.40	161.64	245.89	179.87
Finding Lists	90.82	34.84	34.36	21.62
Books Lost and Paid for	582.23	167.21	207.43	207.59
Deposits	925.75	340.85	369.95	214.95
Fines	6,814.88	2,478.33	2,297.28	2,039.27
Insurance Fund	300.00	....	300.00	.....
Total Receipts	$12,909.08	$4,101.64	$5,482.61	$3,324.83
Add: Cash Balance Aug. 31, 1918	3,923.00	3 675.72	3,282.64	3,923.00
	$16,832.88	$7,777.36	$ 8,765.25	$7,247.83

Disbursements.

Treasurer	$ 1,260.45	$ 363.69	$ 487.68	$ 409.08
Pension Fund	6,814.88	2,478.33	2,297.28	2,039.27
Kelly Branch	2,486.44	307.07	1,394.76	784.61
Ryder Fund Income	143.68	2.00	117.68	24.00
Books	105.76	21.68	47.19	36.89
Branches	74.55	38.65	17.80	18.10
Books Lost and Paid for—Refunds	83.99	28.49	24.85	30.65
Deposits	914.65	369.00	281.40	264.25
Delivery Stations—Miscellaneous	23.89	13.10	1.95	8.84
Freight and Expressage	12.89	2.67	7.73	2.49
Heating and Generating Plant	9.01	3.40	2.86	2.75
Miscellaneous Expense	36.05	4.59	20.23	11.23
Periodicals	59.97	17.97	22.70	19.30
Postage	883.26	295.48	347.57	240.21
Printing and Stationery	21.82	11.69	5.35	4.78
Rental Collections	272.98	195.97	11.00	66.01
Janitor's Expense	1.50	..	1.50	....
Electric Supplies and Repairs	2.73	.....	.....	2.73
Total Disbursements	$13,208.50	$4,153.78	$5,089.53	$3,965.19
Cash Balance Nov. 30, 1918	$ 3,623.58	$3,623.58	$3,675.72	$3,282.64

CURRENT AND TRUST FUNDS—SUMMARY OF BALANCES.
FOR THE THREE MONTHS ENDED NOVEMBER 30, 1918.

	September.	October.	November.
Kelly Fund	$ 200,000.00	$200,000.00	$200,000.00
Kelly Fund Increment	65,000.00	65,000.00	65,000.00
Kelly Branch	24.80	91.14	4.07
Ryder Fund	10,000.00	10,000.00	10,000.00
Ryder Fund Income	184.60	86.92	124.92
Beecher Fund	2,000.00	2,000.00	2,000.00
Beecher Fund Income	5.04	5.04	5.04
Jackson Fund	1,000.00	1,000.00	1,000.00
Jackson Fund Income	134.30	159.30	159.30
Security Deposits	1,291.20	1,379.75	1,351.60
Special Deposits	100.00	100.00	100.00
Rental Collections	1,420.67	1,533.30	1,516.37
Incidental Fund (Petty Cash)	500.00	500.00	500.00
Insurance Fund	.....	300.00	300.00
	$281,660.61	$282,175.45	$282,061.30
Less: Amount due from City Comptroller for Secretary's Petty Cash Fund	377.97	499.73	437.72
	$281,282.64	$281,675.72	$281,623.58

Made up as follows:			
Bonds—Book Value	$277,411.76	$277,411.76	$277,411.76
Certificates of Deposit	588.24	588.24	588.24
Cash	3,282.64	3,675.72	3,623.58
	$281,282.64	$281,675.72	$281,623.58

Reconciliation of Trust Funds, November 30, 1918.

Trust Funds:		
Hiram Kelly Bequest	$200,000.00	
William Ryder Bequest	10,000.00	
Jerome Beecher Bequest	2,000.00	
H. W. Jackson Bequest	1,000,00	
Hiram Kelly Increment	65,000.00	
		$278,000.00
Investments:		
Municipal, Liberty Loan, and Sundry Bonds (par value $278,000.00)	$277,411.76	
Certificate of Deposit No. 10976	588.24	
		$278,000.00

Reconciliation of Cash Account November 30, 1918.

First National Bank:		
Balance per Bank Statement		$ 5,751.15
Deduct: Outstanding Checks (Schedule "1")		16.08
Balance per Books		5,735.07
Union Trust Company:		
Balance per Bank Statement	4.07	
Balance per Books (No Outstanding Checks)		4.07
Illinois Trust and Savings Bank:		
Balance—Savings Account		289.26
Total Bank Balances		6,028.40
Add: Deposits December 1 to 17, 1918, inclusive:		
First National Bank	1,283.72	
Union Trust Company	680.00	
Illinois Trust and Savings Bank	90.00	2,053.72
		8,082.12

Deduct: Withdrawals December 1 to 17, 1918, inclusive:		
First National Bank	2,972.22	
Union Trust Company	680.59	
Illinois Trust & Savings Bank	29.05	3,681.86
Balance in Banks per books December 17, 1918		4,400.26
Add: Cash per Count December 17, 1918	638.43	
Disbursements December 1 to 17, 1918	1,081.67	1,720.10
		6,120.36
Deduct: Receipts December 1 to 17, 1918		2,496.78
Balance per Books November 30, 1918		$3,623.58

OUTSTANDING CHECKS, NOVEMBER 30, 1918.

First National Bank:

No. 6656	$ 2.70
6737	3.00
6824	1.10
6840	2.28
6843	2.00
6859	5.00
	$16.08

NEW BUSINESS.

The petition from citizens of Norwood Park requesting the Board to remove the deposit station in that vicinity to the Norwood Park Public School was brought up, and, on motion of Director Jonas, the Librarian was instructed to arrange with the Board of Education for the housing of this branch in the Norwood Park Public School.

Director Healy moved that a Special Committee on Legislation be appointed by the President to have charge of matters pertaining to legislation affecting the library that may come up at the next session of the General Assembly at Springfield; the said Committee to consist of the President and two other members of the Board.

Carried.

The President subsequeutly appointed Director Barr, Director Shutter and Director Gessler as members of the Special Committee on Legislation.

On motion of Director Healy, the Board adjourned.

A. R. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

SPECIAL MEETING.

CHICAGO, MONDAY, JANUARY 6, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr in the chair, and Directors Healy, Jonas, Gessler and Tollkuehn.

Absent—Directors Shutter, Schick, Beroth and Cuneo.

The Secretary read the following call for the meeting:

Mr. H. G. Wilson,
Secretary Chicago Public Library Board, Chicago.

Dear Sir:—Please call a special meeting of the Board of Directors of the Chicago Public Library for Monday, January 6, 1919, at five o'clock p. m., for the purpose of transacting the regular order of business of the Board, and to include any and all business that may regularly come before it.

Very truly yours,
ALFRED E. BARR,
President.

CHICAGO, Jan. 2, 1919.

COMMUNICATIONS.

The following communication from L. E. Gosselin, Deputy Comptroller, which was received and ordered published:

"Office of Comptroller.
"Chicago, Dec. 27, 1918.

Mr. H. G. Wilson,
"*Secretary Public Library.*

"*Dear Sir:*—You are respectfully advised that the final distribution of Public Library taxes of 1917, deposited with the City Treasurer on December 20, 1918, was $70,099.53.

"A statement of the taxes collected by the County Collector in 1918, as per his report, is herewith enclosed.

"Yours truly,
"L. E. Gosselin,
"*Deputy Comptroller.*"

ANALYSIS OF COUNTY COLLECTOR'S REPORT OF TAXES COLLECTED IN 1918—PUBLIC LIBRARY.

Taxes 1917:	
Based on valuation and rate	$850,367.84
Gain in extension of taxes	116.94
Total tax extended	$850,484 78

Losses:	
Forfeited to State	$ 3,706.72
Judgments refused.....	551.99
Errors.....	200.84
Personal property uncollected..... ..	30,586.35
Total losses.....	35,045.90
Total amount to be collected.	$815,438.88
Costs:	
Town Collector's commission 2%.... .....$	3,352.16
County Collector's commission 1%	5,900.44
County Clerk's fee for extension.....	951.44
Total costs.....$	10,204.04
Cash due from Town Collectors.....	$164,255.97
Cash due from County Collectors.....	640,978.87
Total cash due account taxes 1917.....	$805,234.84
Amount pending in hands of County Collector.....	57,765.96
Total cash received account taxes 1917.....	747,468.88
Taxes 1916 and prior:	
Amount extended on warrant 1917.....	23,315.80
Amount collected not on warrant 1917.... ...	2,263.52
Total amount to be collected.	$ 25,579.32
Losses:	
Forfeited to State .....$	22,319.79
Judgments refused	630.27
Errors.....	37.65
Total losses.....$	22,987.71
Total amount collected....	2,591.61
County Collector's commission 1%.....	25.92
Total cash received account taxes 1916 and prior....$	2,565.69
Summary:	
Cash received account taxes 1917.....	$747,468.88
Cash received account taxes 1916 and prior.....	2,565 69
Total cash received....	$750,034.57

A communication from the Probate Court of Cook County, giving notice of the petition for probating the will of Ella Flagg Young and enclosing a copy of said will.

The communication was received and placed on file and a copy of the will ordered spread upon the records.

The following is the will:

This is my last will and testament. I hereby revoke all previous wills made by me.

I direct that Laura T. Brayton be my sole executrix and trustee and that no bond be required of her while acting in that capacity. In case of inability on her part to serve, I direct that Helen F. Benson be appointed executrix and trustee and that all conditions mentioned as pertaining to Laura T. Brayton be attached to the appointment of Helen F. Benson. In case of the inability of both of the above persons to serve, I direct that Clara Walker and Bertha Benson be appointed in the order in which they are mentioned, to the duties of executrix and trustee.

I direct that all my personal property, except my moneys, stocks and bonds, be given to my first acting executrix and trustee as her own property.

I direct that after the payment of my just debts and inheritance tax the following disposition be made of my estate:

(A) Twelve (12) bonds each with a face of One Thousand Dollars ($1000.00) be given to executrix.

(B) The remainder of my moneys, stocks and bonds that are not U. S., State, County and City Bonds shall be exchanged for bonds of the above types. These bonds (all of the U. S., State, County and City Bonds) shall form a Trust Fund the yearly interest of which shall be paid in the following ratio to these persons:

Laura T. Brayton, two-fifths ($\frac{2}{5}$)
Helen F. Benson, one-fifth ($\frac{1}{5}$)
Clara Walker, one-fifth ($\frac{1}{5}$)
Bertha Benson, one-fifth ($\frac{1}{5}$)

(C) As parts of the yearly interest are free by the death of a legatee mentioned in B, it or they shall be paid to the following bodies in the following order—that is, one-fifth of the yearly interest when released shall be paid yearly to

The Board of Education of the City of Chicago; the second fifth to the Mary Thompson Hospital of Chicago for Women and Children; the third fifth to The Education Department of the Chicago Woman's Club; the fourth fifth to The Art Institute of Chicago; the fifth fifth to the Chicago Public Library.

(D) One year after the death of the last of the four legatees mentioned in B, the Trust Fund shall be divided equally among the five bodies mentioned in C, each of which shall deposit and keep in a separate and distinct fund the legacy received by this will and shall use the interest only for whatever purpose it deems best.

(E) I direct that the President of the Ella Flagg Young Club, if the Women Principals still maintain that club, and the President of the Organization of Chicago School Teachers having the largest membership, have a vote in determining the expenditure of the yearly interest of the Trust Funds established in D.

Witness my hand and seal this tenth day of July, nineteen hundred eighteen.

(Seal) Ella Flagg Young.

The above instrument was signed and sealed by Ella Flagg Young in our presence, and we have signed in her presence and in the presence of each other, at her request, on this 10th day of July, nine-hundred and eighteen.

Witness:

Chas. E. Hilands, Melvin H. Lund, { Continental and Commercial Safe Deposit Co., 208 S. LaSalle St.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee matters in the hands of the Committee were considered in open Board.

Director Jonas, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Jonas, Gessler, Tollkuehn and the President—5.

Nays—None.

A. C. McClurg & Co., books	$10,987.08
C. V. Ritter, books	1.608.00
A. Kroch & Co., books and subscriptions	1,097.69
American Printing House for the Blind, books	453.99
A.L.A. Publishing Board, books and subscriptions	177.00
R. L. Polk & Co., books	75.00
H. L. Hayward, books	42.00
University of Chicago, books	32.07
Yale University Press, books	35.00
Hudson Book Co., books	17.00
John Morton & Co., books	14.50
Fitch Publishing Co., books	10.00
Wrigley's British Columbia Directory, books	10.00
Clara Blattner, books	7.00
Clayton F. Summy Co., books	5.93
Boston Music Co., books	5 51
Unity Publishing Co., books	4.00
Brabandt & Valters Book Binding Co., binding	889.05
Geo. E. Koehler & Son, binding	821.80
Northwestern Bindery, binding	773.05
Joseph Flucke & Son, binding	260.52
Burgmeier Book Bindery, binding	219.40
John Seybold, marking backs of books	110.15
Gaylord Bros., success binder	12.60
Tucker-Kenworthy Co., printing	259.00
Dwight Bros. Paper Co., paper	125.46
James White Paper Co., paper	38.03
J. W. Butler Paper Co., paper	53.60
Bradner Smith & Co., paper and envelopes	122.89
Swigart Paper Co., paper	102.92
Max Stern's Sons, printing	266.00
Cameron, Amberg & Co., vouchers and cash books	87.00
James Watson & Co., printing	27.75
Chicago Paper Co., paper	45.13
Geo. E. Cole & Co., stationery	84.53
Nelson, Eisman, Quist Co., pencils	23.10
Mead & Wheeler Co., cards	44.10
Albert Hancock & Co., paper	21.50
Rolle Rubber Co., rubber bands	17.50
Dennison Mfg. Co., glue	12.76
Universal Stamp & Stencil Works, rubber stamps, etc	15.95
P. A. Salisbury Schulz Co., dates	3.00
A. B. Dick Co., stencil paper	6.00
American Type Founders Co., type	23.66
H. G. Wilson, Sec'y, cash expenditures, Dec., 1918	297.05
	$19,345.27

He, also, presented a list of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Jonas, Gessler, Tollkuehn and the President—5

Nays—None.

Rental Collection:

A. C. McClurg & Co., books	$ 90.19
R. R. Bowker & Co., books	90.00
	$180.19

Ryder Fund Income Account:

A. C. McClurg & Co., books	$ 10.00
Wm. Helburn, books	4.80
	$ 14.80

Insurance Fund:

A. C. McClurg & Co., books	$125.82

COMMITTEE ON ADMINISTRATION.

In the absence of the Chairman, Director Tollkuehn presented the bill of the United States Audit Company in the sum of $43.75 for its audit of the books and accounts of the Public Library for the quarter ended November 30, 1918, and moved that the bill be ordered paid.

Carried.

COMMITTEE ON BUILDINGS AND GROUNDS.

In the absence of the Chairman, Director Gessler presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Jonas, Gessler, Tollkuehn and the President—5.

Nays—None.

Commonwealth Edison Co., electric current	$ 292.13
Consumers Co., coal	62.10
Peoples Gas Light & Coke Co., gas	9.98
Chicago Telephone Co., service	121.84
Toll Bros, laundering towels	73.19
Haegele Ice Co., ice	15.72
Remien & Kuhnert Co., oil and shellac	16.65
Zinc Products Co., zinc soot destroyer	19.57
Johnson Service Co., repairs to heat regulator	10.89
Pottinger-Flynn Coal Co., coal	2,535.61
Citizens Service Bureau, removing cinders, street sprinkling and sidewalk cleaning	84.44
John Moloney, repairs to brick work of boiler	80.05
Samuel Harris & Co., machinists' supplies	43.80
General Specialty Co., water hose	38.50
Crane Co., ells, caps, etc	10.64
O. C. Keckley Co., graphite	3 75
Westinghouse Traction Brake Co., gage	4.76
Thayer & Lynn, rewinding field for 5 H.P. motor, material and labor	62.99
Frank Scaar & Co., track bars and hangers for elevator No. 11	33.50
American Battery Co., positive elements and connectors	30.16
Central Chandelier Co., ceiling fixtures	11.00
Arcola Electric Co., lamps	15.00
Inland Electric Co, electrical supplies	12.22
James S. Kirk & Co., soft soap	59.99
Armour Soap Works, soap powder	23.21
West Disinfecting Co., pipe klenzo	9.00
Royal Typewriter Co., typewriting machines, etc	180.50
Oliver Typewriter Co., typewriting machines	96.30
Newton & Hoit Co., typewriter desk	4.95
G. Wallace Hess, placards	6.00
Fred A. Phillips, insurance on plate glass, Woodlawn Branch	9.60
Joseph Halsted Co., iron	20.32
Davis-Bournonville Co., cutting front of coal-hopper	20.00
Tyler & Hippach, lights, etc	11.72
E. D. Fuchs & Co., changes in wiring at Woodlawn Branch	178.00
Standard Oil Co., gasoline	217.95
Valvoline Oil Co, oil	46.95
Exide Battery Depots, battery	24.30
Chicago Republic Truck Co., automobile parts, etc	18.60
Chicago Auto Equipment, automobile accessories	16.33
Keystone Lubricating Co., grease	14.00
H. Jacobsen, spark plugs	12.00
Maypole Garage, auto storage	29.27
Milwaukee Ave. Garage, auto storage	8.00
Beckley Ralston Co., wheel puller	6.40
Bullard & Gormley Co., hardware	5.20
H. G. Wilson, Sec'y, casb expenditures, Dec., 1918	119.38
Carson, Pirie, Scott & Co., linoleum	81.60
	$4,808.06

NEW BUSINESS.

The President, Director Barr, presented a letter from Alfred S. Alschuler, architect for the new regional branch on Crawford avenue and Monroe street, relative to the cost of the building.

The communication was received and ordered filed.

The President, Director Barr, also presented the following communication:

To the Board of Directors,
The Chicago Public Library.

Gentlemen:—I beg to submit the following recommendation for the estimates for the Public Library Fund for 1919 to be incorporated in the appropriation and tax levy ordinance for 1919 and to be transmitted to the City Council for action.

The amount asked for is based on the statutory rate of one mill on the dollar on an estimated equalized assessed valuation for the year 1919, which on account of an anticipated increased valuation due to a new quadrennial assessment on real estate, is figured at $1,300,000,000.00. To this is added approximately four per cent to cover losses and costs of collection and an estimated item of $5,000.00 for miscellaneous receipts.

The recommendation is as follows:

For library purposes and all expense of operation and maintenance of the Chicago Public Library and its branches.....	$1,300,000.00
Estimated loss and costs..	50,000.00
Total from tax levy....	$1,350,000.00
Miscellaneous receipts....	5,000.00
	$1,355,000.00

Respectfully submitted,
ALFRED S. BARR,
President.

CHICAGO, Jan. 6, 1919.

Director Healy moved that the Board concur in the recommendation.

Carried.

Yeas—Directors Healy, Jonas, Gessler, Tollkuehn and the President—5.

Nays—None.

The President, Director Barr, also presented the following resolution:

Resolved, that pending the adoption of the budget for the Public Library for the year 1919, the Secretary be authorized to pay the necessary incidental bills and pay rolls for the maintenance of the library, charging same against the proper appropriations when said appropriations shall have been made.

Director Healy moved its adoption.

Carried.

Yeas—Directors Healy, Jonas, Gessler, Tollkuehn and the President—5.

Nays—None.

The President, Director Barr, also presented the following resolution:

Whereas, In order to provide funds for the prompt payment of the pay rolls and miscellaneous expenses of the Chicago Public Library, it will be necessary to sell anticipation tax warrants against the library tax levy for the year 1918, therefore be it

Resolved, That the City Council be and is hereby requested to authorize his honor, the Mayor and the City Comptroller to issue warrants against and in anticipation of the taxes levied by the City of Chicago for the public Library tax for the year 1918 as shall be needed to meet salaries and current expenses to an amount not exceeding 75 per centum of the total tax levy for library purposes for said year, and to attach to such warrants interest coupons for interest thereon at a rate not exceeding five per centum per annum, payable only out of the taxes against which said warrants shall be drawn when collected.

Director Jonas moved its adoption.

Carried.

Yeas—Directors Healy, Jonas, Gessler, Tollkuehn and the President—5.

Nays—None.

The Librarian stated that Charles L. Green, one of the employés of the Library, who had been absent on military duty overseas, had returned and had

presented his resignation as an employé of the Board.

Director Healy moved that the resignation be accepted and that the Librarian be given authority to fill the vacancy by requisition upon the Civil Service Commission.

Carried.

On motion of Director Jonas, the Board adjourned.

A. L. Wilson

Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JANUARY 13, 1919.

OFFICIAL RECORD.

There being no quorum present the Board adjourned.

H. G. Wilson
Secretary

REGULAR MEETING.

CHICAGO, MONDAY, JANUARY 27, 1919.

OFFICIAL RECORD.

There were present when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Jonas and Gessler.

Absent—Directors Beroth, Tollkuehn and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held December 23, 1918, and of the special meeting held January 6, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from L. E. Gosselin, Deputy Comptroller, which was received and ordered published:

"Office of the Comptroller.
"Chicago, Jan. 21, 1919.

"*H. G. Wilson,*
"*Secretary Public Library.*

"*Dear Sir:*—You are respectfully advised that the taxes collectible for the year 1918, established upon the books of this office as a resource of the Public Library, are $866,211.03, the same being 8 cents per $100 upon an assessed valuation of $1,082,673,780, as per County Clerk's certification.

"Yours truly,
"L. E. Gosselin,
"*Deputy Comptroller.*"

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented

the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedules of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1629 vols., (1 pamphlet)	$ 1772.00
Deposit Collection:	1868 vols.,	1317.00
Branch Collection:	2879 vols.,	4123.00
High School Collection:	240 vols.,	277.00
Thomas Hughes Collection:	14 vols.,	12.00
Ryder Collection:	2 vols.,	5.00
Kelly Collection:	95 vols.,	104.00
Rental Collection:	22 vols., (3000 pamphlets)	115.00
Reserve Collection:	16 vols.,	12.00
	6,765 vols., (3001 pamphlets)	$ 7737.00
Main Collection:	130 vols.,	$ 316.00
Branch Collection:	3564 vols.,	3459.00
High School Collection:	57 vols.,	73.00
Deposit Collection:	125 vols.,	115.00
Thomas Hughes Collection:	12 vols.,	11.00
Rental Collection:	2 vols,,	3.00
Kelly Collection:	17 vols.,	18.00
	3907 vols.,	$3995.00

Periodicals for Butler House Branch 44, $119.85.

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $20.55, be paid from the incidental fund.

Respectfully submitted,

EDGAR A. JONAS,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Jan. 27, 1919.

He, also, presented a bill from L. A. Lazarides in the sum of $150.00 for cataloging books in modern Greek, authorized by the Board November 25, 1918, and moved that the bill be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler and the President—6.

Nays—None.

On the recommendation of the Librarian, Director Jonas moved that the indebtedness of Grace E. Lear in the sum of $2.00 for loss of a book in a fire be remitted.

Carried.

Director Jonas moved that the Librarian be authorized to subscribe for the service of the Business Data Bureau at an expense of $30.00 per year.

Carried.

Director Jonas moved that the Librarian be authorized to purchase a collection of war posters mounted on linen at a cost of $25.00.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resigna-

tions have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition on the Civil Service Commission:

Junior library assistant—Gertrude Van Straaten, December 29.

Senior library assistants—Charles L. Green, January 4; Catherine McNulty, December 25.

Janitor—Fred W. Sturm, January 10.

Your Committee further recommends that leaves of absence be granted as follows:

Ruth Chandler, senior library assistant, six months from January 6.

Josephine V. Sowers, senior library assistant, one month from January 11.

Robert Mandel, page, extension of leave for three months from January 1.

In addition your Committee on Administration submits the following recommendations upon various matters in its hands:

That the request of Edward C. Hartwig for increase in salary be filed until the annual consideration of the entire salary roll in April.

That authority be given for the employment of members of the Training Class as temporary junior assistants at fifty dollars per month, for a period of two months, subject to the rules of the Civil Service Commission.

That the request of Winifred Lagorio for six months' leave of absence for canteen service with the Y. M. C. A. in France, beginning February 15th, be granted, subject to conditions to be arranged by the Librarian.

That the request of Mary W. Clark for one year's leave of absence, beginning February 11th, be denied.

That the request of Edwin Ulveling, page, for leave of absence be denied.

Respectfully submitted,

R. G. Shutter,
James J. Healy,
Committee on Administration.

Chicago, Jan. 27, 1919.

He, also, presented the list of vacancies and appointments for December, 1918, which was received and ordered published.

The following is the list:

Mae Aaron, junior library assistant, appointed temp. December 16, $600 per year.

Ida Ammon, junior library assistant, appointed temp. December 9, $480 per year.

Frances Barron, junior library assistant, appointed temp. December 4, $480 per year.

Thomas J. Barry page, separated December 10.

Vivian Barton, appointed temp. junior library assisiant, December 13, $480 per year.

Raymond Borling, page, appointed temp. December 21, $480 per year.

Marie Burns, junior library assistant, separated December 15.

James Callahan, page, separated December 5.

Helen H. Clark, junior library assistant, appointed temp. December 3, $480 per year.

John Connors, page, appointed temp. December 9, $480 per year.

Ursula Courtney, junior library assistant, appointed temp. December 11, $600 per year.

Bertha Dahlstrom, junior library assist. ant, appointed temp. December 23, $480 per year.

Helen Danhoff, junior library assistant, separated December 25.

Loretta Downey, junior library assistant, appointed temp. December 6, $480 per year.

Margaret Finan, junior library assistant, appointed temp. December 16, $600 per year.

Albert Finkle, page, appointed temp. December 16, $570 per year.

Elizabeth W. Gerking, junior library assistant, appointed temp. December 5, $600 per year; resigned December 25.

Abe Gertzwolf, page, appointed temp. December 28, $480 per year.

Meyer Goldstein, page, separated December 27.

Theodore Hamburger, page, appointed temp. December 7, $480 per year.

John J. Hanlon, page, appointed temp. December 9, $480 per year.

Walter Hasselhorn, page, separated December 10.

Helen Hubbell, junior library assistant, appointed temp. December 17, $480 per year.

Nigel John, page, appointed temp. December 9, $480 per year.

Sidney Levin, page, resigned December 1; appointed temp. junior library assistant, December 2, $660 per year.

Gwendolyn McGee, junior library assistant, appointed temp. December 2, $600 per year.

Helen McGlone, junior library assistant, appointed temp. December 16, $480 per year.

Catherine McNulty, senior library assistant, resigned December 25.

Harry Martin, page, separated December 4.

Bessie Miller, junior library assistant, separated December 2.

William O'Hara, coal passer, separated December 9.

Margaret Orwall, junior library assistant, separated December 25.

James Palumbo, page, appointed temp. December 20, $480 per year.

Ella F. Peter, junior library assistant, appointed temp. December 16, $480 per year.

Lester Purer, page, separated December 5.

Richard Regensburger, page, appointed temp. December 26, $570 per year.

John W. Ronan, coal passer, appointed temp. December 7, $1200 per year.

Nathan Rosenblum, page, appointed temp. December 12, $480 per year; separated December 18.

Nathan Rubenstein, page, appointed temp. December 8, $480 per year.

Willa L. Russell, junior library assistant, appointed temp. December 2, $600 per year.

Kathryn Sievers, junior library assistant, appointed temp. December 16, $600 per year.

J. S. Starkey, janitor, separated December 2.

Henry B. Stenson, page, appointed temp. December 27, $480 per year; separated December 27.

John Sylvester, page, separated December 3.

Harris Teeman, page, appointed temp. December 12, $480 per year.

Peter J. Thurston, page, appointed temp. December 31, $480 per year.

Irene Toman, junior library assistant, appointed temp. December 19, $600 per year.

Gertrude Van Straaten, junior library assistant, resigned December 29.

Martha Washburn, junior library assistant, appointed temp. December 11, $600 per year.

Director Shutter, Chairman, stated that one of the West Park bonds, in the sum of $1,000.00, had matured January 1st inst. and that a certificate of deposit in the amount of $588.24, representing the balance of the principal of the trust funds not invested in bonds, matured during the present month, and recommended, on behalf of the Committee, that the Secretary be authorized to purchase liberty loan bonds in the amount of $1,500.00 par value.

Director Healy moved that the recommendation be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler and the President—6.

Nays—None.

Director Tollkuehn entered the room and took his seat.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following list of bills for rent of branches and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch.....$190.00
Louis Solomon, rent, Humboldt Branch.. 185.00

Lewis Institute, rent, W. Madison St. Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., rent, Austin Branch	100 00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, West 26th Street Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
	$1,170.00

Director Schick stated that the insurance on the Blackstone Branch Library would expire January 30th inst. and that bids had been received for renewing the insurance as follows:

Rollins Burdick Hunter Co., $60,000.00, five years	$150.00
George B. Davidson, $60,000.00, five years	177.00
Fred A. Phillips, $60,000,00, five years	240.00

Director Schick moved that insurance in the amount of $60,000.00 for a term of five years, without co-insurance, be awarded to Rollins Burdick Hunter Co. on their bid of $150.00.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of December, 1918, which was received and ordered published.

The Secretary presented a statement of receipts and expenditures of the Library fund for the year ended December 31, 1918, together with a statement of the receipts and expenditures of the Kelly Branch fund.

Director Healy moved that the statements be received and published.

Carried.

The following are the statements:

LIBRARY FUND

Statement of Receipts and Expenditures

January 1, 1918, to December 31, 1918.

RECEIPTS.

Balance cash on hand January 1, 1918		$ 968.94
Delinquent taxes 1915 and prior		2,553.02
Delinquent taxes 1916 and prior		2,565.69
Taxes 1916		28,267.83
*Taxes 1917	$747,468.88	
Less: Redemption 1917 tax warrants	70,000.00	
		677,468.88
Miscellaneous receipts		4,943.17
Interest on monthly balance		586.40
		$717,353.93

EXPENDITURES.

Salaries, main library	$261,329.38
Salaries, branches	144,950.83
Salaries, delivery stations and deposit stations	12,775.10
Delivery stations, miscellaneous	7,291.68
Branches, miscellaneous	18,207.26

Books	107,209.89	
Binding	39,759.29	
Finding lists	3,962.37	
Printing and stationery	9,289.20	
Newspapers and periodicals	10,765.55	
Miscellaneous expense	4,520.61	
Fuel	20,777.32	
Heating and generating plant	2,293.97	
Electric supplies and repairs	783.30	
Elevator supplies and repairs	303.45	
Janitors expense	1.231.16	
Furniture and fixtures	7.918.59	
Insurance	3,069.86	
Freight and expressage	115.40	
Postage	3,495.62	
Books lost and paid for—refunds	290.76	
Repairs, alterations and improvements	7.394.65	
Branch building and grounds	18,602.30	
Interest	1.974.60	688,312.14
Balance cash on hand December 31, 1918		$ 29,041.79
*Returns from County Collector on taxes of 1917 incomplete, amount pending in hands of County Collector		57.765.96
Balance cash in Library Fund December 31, 1918		29,041.79
Total balance available		$ 86,817.75

KELLY BRANCH FUND

Receipts and Expenditures

January 1, 1918, to December 31, 1918.

Receipts.

Income Kelly fund	$10,674.60
Interest on bank balances	29.81
Transferred from Kelly fund income	449.95
	$11,154.36

Expenditures.

Books	$1,109.27	
Periodicals	180.50	
Binding	292.20	
Salaries	8,332.42	
Heat and light	758.63	
Special assessments	383.57	
Miscellaneous expense	94.29	11,150.88
Balance on hand December 31, 1918		$ 3.48
Total expense as above	$11,150.88	
Bills and pay-rolls paid from library fund	1.688.00	
Total expense Kelly Branch 1918	$12,838.88	

NEW BUSINESS.

The President, Director Barr, stated that leases on three of the branches would expire April 30, 1919, and recommended that early action be taken in reference to the leases.

Director Healy moved that the question of leases expiring April 30, 1919, be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

The President, Director Barr, on behalf of Director Healy, presented the following resolutions, and stated that Director Healy had officially represented the Board at the funeral of Mr. William J. Onahan.

MEMORIAL MINUTE.

The Board of Directors of the Chicago Public Library has heard with profound sorrow of the passing of William J. Onahan, eminent citizen, loyal servant, and honored son, of the City of Chicago.

For seven years, from 1874 to 1881, Mr. Onahan was a member of this Board and, during the latter part of his tenure, President thereof. In this important stage in the development of the Public Library Mr. Onahan's wise counsel and tireless energy were ever at its command. His splendid business capacity, his uncompromising uprightness and his exalted views of public service contributed much towards the crystallization of those policies and methods which have carried this institution to its present high position. At the close of his long term of membership on this Board he was tendered a unanimous vote of thanks as a recognition of the importance and value of his services.

In taking official cognizance of the end of a career so eminently useful and successful, the present Board of Directors takes occasion to reaffirm the high sentiments of appreciation thus expressed by its predecessors thirty-eight years ago. In testimony whereof,

Be it resolved: That this Memorial Minute be spread upon the records of this Board and that the flag on the Library building be displayed at half mast on the day of burial; and

Be it further resolved: That a copy of this Minute be offered to the family of Mr. Onahan in testimony of the official action of this Board.

Director Healy moved the adoption of the resolutions.

Carried by rising vote.

The President, Director Barr, presented the following communication:

To the Board of Directors,
The Chicago Public Library.

Gentlemen:—In order that appropriation accounts for 1918 may not show over drafts it is necessary that certain transfers be made. I therefore recommend that the following transfers be authorized:

To salaries main library and branches	$21,371.90
Finding lists	500.00
Fuel	780.00
Heating and generating plant	300.00
Interest	974.60
Total	$23,926.50

This amount to be transferred as follows:

From contingent fund	$4,871.90
Books	2,700.00
Binding	5,200.00
Printing and stationery	2,500.00
Newspapers and periodicals	1,100.00

Repairs, alterations and improvements	6,474.60
Branches—miscellaneous	780.00
Elevator supplies and repairs	300.00
	$23,926.50

Respectfully submitted,
ALFRED E. BARR,
President.

CHICAGO, Jan. 27, 1919.

Director Shutter moved that the recommendation be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

The President, Director Barr, presented the following resolution:

Whereas, The Public Library Employés Pension Fund is organized under an act of the General Assembly of the State of Illinois providing for the formation and disbursement of a Public Library Employés Pension Fund in cities having a population exceeding 100,000 inhabitants, and

Whereas, Said act provides that the Board of Directors of the Public Library shall create such pension fund which shall consist of amounts to be retained from salaries from the wages of such employés as voluntarily become contributors thereto and such miscellaneous receipts as the Board of Directors of the Public Library shall determine.

Resolved, That this Board does hereby set aside for such employés pension fund for the year 1919 all moneys collected from book-borrowers as fines for retaining books longer than the by-laws and regulations of the Board prescribe; said moneys to be paid monthly to the City Treasurer, and the Secretary of this Board is hereby authorized to pay over to the City Treasurer all moneys received as fines in accordance with the above resolution until further action of this Board.

Director Healy moved that the Board concur in the resolution.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

The President, Director Barr, presented a statement of the estimated receipts and expenditures for the year 1919.

Director Jonas moved that the statement be received and action thereon deferred.

Carried.

On motion of Director Healy, the Board adjourned.

H. L. Wilson
Secretary.

REPORT OF LIBRARIAN FOR DECEMBER, 1918.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of December was 607,331; for the corresponding month of the previous year 545,703. The circulation was from the following sources:

Central Library	63,074
Branches	389,642
Stations	37,328
Traveling Libraries	89,938
Deposits and Miscellaneous	27,349
	607,331

The following is a summary of the books obtained at the Central Library:

Main Collection	26,079
Open Shelf	27,740
Hughes Room	3,685
Music Room	2,319
Information Desk (Teachers and special cards)	1,883
Miscellaneous	506
Books for the Blind	700
Documents	162
	63,074

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,892	153	3,045
Austin	12,733	298	13,031
Austin High	4,470	....	4,470
Bessemer Park	6,598	264	6,862
Blackstone	10,824	380	11,204
Burr School	6,147	140	6,287
Cornell Square	4,380	78	4,458
Davis Square	2,590	74	2,664
Douglas Park	21,257	532	21,789
Dvorak Park	5,629	83	5,712
Eckhart Park	6,148	334	6,482
Englewood High	2,755	....	2,755
Forestville School	3,740	151	3,891
Fuller Park	5,362	151	5,513
Hamilton Park	8,649	232	8,881
Hamlin Park	6,529	87	6,616
Hardin Square	5,271	204	5,475
Harrison High	5,175	....	5,175
Hebrew Institute	10,191	927	11,118
Holstein Park	6,660	88	6,748
Humboldt	19,712	1,530	21,242
Independence Park	5,962	108	6,070
Kelly	17,965	255	18,220
Kosciuszko	4,463	68	4,531
Lake View High	3,611	....	3,611
Lewis Institute	15,117	548	15,665

Lincoln Center	9,089	263	9,352
Logan Square	11,943	274	12,217
McKinley Park	4,184	15	4,199
Mark White Square	5,782	73	5,855
Marshall High	2,988	137	3,125
Morse School	6,052	256	6,308
Ogden Park	10,371	137	10,508
Palmer Park	4,894	100	4,994
Pulaski Park	5,283	108	5,391
Rogers Park	10,098	206	10,304
Scanlan School	5,052	48	5,100
Senn High	4,978	....	4,978
Seward Park	7,377	303	7,680
Shedd's Park	7,043	222	7,265
Sheridan Park	16,121	352	16,473
Sherman Park	8,018	139	8,157
Stanford Park	5,306	94	5,400
Stanton Park	5,854	100	5,954
Sumner School	4,894	126	5,020
Walker	3,560	86	3,646
West North Ave	13,449	283	13,732
West 26th Street	12,327	101	12,428
Woodlawn	20,149	880	21,029
Total	389,642	10,988	400,630

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	3,570	118	3,688	East Austin	1,052	43	1,095
Armitage	1,693	99	1,792	East Rogers Park	1,289	105	1,394
Assoc. House	2,197	874	3,071	E. Thirty-first St.	868	685	1,553
Avondale	1,936	51	1,987	Edison Park	1,134	..	1,134
Birchwood	2,788	..	2,788	Fernwood	1,062	..	1,062
Butler House	975	8	983	Gage Park	1,845	..	1,845
Cheltenham	1,517	22	1,539	Garfield	809	211	1,020
Chicago Ave.	906	170	1,076	Grand Ave.	1,013	762	1,775
Chicago Lawn	2,510	..	2,510	Grand Crossing	1,542	28	1,570
Cicero Ave.	901	35	936	Greenview	610	39	649
Dauphin Park	1,382	85	1,467	Gresham	4,058	23	4,081
Diversey Ave.	2,279	42	2,321	Hegewisch	1,431	..	1,431
Dunning	1,966	..	1,966	Hermosa	1,973	..	1,973

Homan	2,184	257	2,441
Irving Park	590	28	618
Jewish Educ. All.	1,614	..	1,614
Jefferson Park	1,917	..	1,917
Larrabee St	1,503	647	2,150
Lawndale	2,165	...	2,165
Longwood	934	..	934
Madison Street	1,312	732	2,044
Mayfair	1,059	..	1,059
Montrose	1,493	..	1,493
North Clark St	753	425	1,178
Norwood Park	551	..	551
Park Manor	3,483	164	3,647
Ravenswood	1,962	186	2,148
S. Ashland Ave	1,261	1,065	2,326
South Shore	551	43	594
S. Western Ave	698	331	1,029
Southport Avenue	545	111	656
Trumbull Park	1762	..	1,762
Wakeford	1,882	87	1,969
Washing'n Heights	729	..	729
West Brighton	226	..	226
West Englewood	1,220	..	1,220
West Harrison St.	1,489	756	2,245
West Pullman	2,289	..	2,289
West Ravenswood	2,337	132	2,469
W. Sixteenth St	2,788	174	3,962
West Twelfth St.	2,715	2,667	5,382
Wieboldt	3,074	.....	3,074
Windsor Park	546	..	546
Total	89,938	11,205	101,143

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	389,642	10,988	400,630
Traveling Libraries	89,938	11,205	101,143
Business House Deposits	25,743	1,034	26,777
Miscellaneous References	1,606	.....	1,606
Total	506,929	23,227	530,156

Of the 37,328 books supplied through the Stations Department, 10,988 were sent to 44 branches and 26,340 to 66 stations. The books supplied for the same month of the preceding year numbered 46,500 volumes.

The circulation department was open on 25 week days. The daily average week day circulation was 24,293.

REFERENCE ROOM.

Number of books issued from stacks 22,571
Number of recorded visitors 8,937

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 3,437. Visitors, 784.

HUGHES ROOM.

Volumes circulated, 3,685; pictures circulated, 1,436; visits from school classes, ..; recorded visitors, 2,408. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 3,450; bound newspapers, 395. Visitors, 1,075.

CIVICS ROOM.

Magazines issued, 1,930; directories consulted, 2,360; bound documents used, 804; books, 680; pamphlets, 11,295; visitors, 5,928.

STUDY ROOM.

Volumes consulted, 1,214. Visitors, 2,727.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,569. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 77,748.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 7,042; issued in December of the previous year, 5,765.

Number of juvenile cards issued, 2,918; research cards, 2; vacation cards, . . ; teachers' cards, 127. The number of three-year cards outstanding is 211,083.

BINDERY DEPARTMENT.

Number of books at binderies December 1, 1918	12,872
Number of books sent to binderies in December, 1918	5,731
Total number of books at binderies in December, 1918	18,603
Number of books received from binderies in December, 1918	5,939
Number of books at binderies January 1, 1919	12,664
Number of books repaired in Library in December, 1918	7,520

GROWTH OF THE LIBRARY.

The total number of volumes in the Library January 1, 1919, was 933,369. Received since June 1, 1918, 76,023; since December 1, 1918, 11,014. Books worn out and discarded since June 1, 1918, 23,672; since December 1, 1918, 2,743. Books lost and paid for since June 1, 1918, 1,688; since December 1, 1918, 214. Books found and money refunded since June 1, 1918, 140; since December 1, 1918, 15.

CARL B. RODEN,
Librarian.

CHICAGO, 27th January, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, FEBRUARY 10, 1919.

OFFICIAL RECORD.

There were present when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Gessler, Beroth and Tollkuehn.

Absent—Directors Schick, Jonas and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting of January 13, and of the regular meeting held January 27, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Thomas W. Sprowls, Resident Director of Butler House, in reference to enlarged quarters for the library branch located in that building.

Referred to the Committee on Buildings and Grounds.

From John F. Phelan, Ruth E. Barlow and Charlotte L. Olson requesting compensation for time lost.

Referred to the Committee on Administration.

UNFINISHED BUSINESS.

The President, Director Barr, called up the statement of estimated receipts and expenditures for 1919, presented at the last meeting of the Board as a basis for the budget of 1919, action on which had been deferred, and stated that the members of the different committees of the Board sitting as a committee of the whole had considered the estimates as submitted at a meeting held February 1, 1919. The following is a statement of the estimates:

Estimated Receipts 1919.

Library Fund:

Balance Dec. 31. 1918—Cash in Treasurer's hands..		$ 29.041.79
Taxes 1917 in County Treasurer's hands.....	$ 57,765 96	
Less commissions 1%.....	577.66	57,188.30
Taxes 1918: $\frac{8}{10}$ of a mill on each dollar of equalized assessed valuation $1,082,763.780.....	866,211.03	
Less estimated loss and costs 6%.....	50,000.00	816,211.03
Delinquent taxes 1916 and prior.....		2,500.00
Miscellaneous receipts.....		5,000.00
Fines.....		27,000.00
		$936,941.12
Less fines turned over to pension fund.....		27,000.00
		$909.941.12

Kelly Fund:

Balance Dec. 31, 1918.....	$ 3.48	
Income from investments...	10,715.00	
Interest on bank balances.....	50.00	10,768.48

Ryder Fund:

Balance Dec. 31, 1918.....	$ 145.87	
Income from Investments.....	402.50	
Interest on bank balances.....	4.50	552.87

Beecher Fund:

Balance Dec. 31, 1918.....	45.04	
Income from investments.....	80.00	
Interest on bank balances.....	3.00	128.04

Jackson Fund:

Balance Dec. 31, 1918.....	159.30	
Income from investments.....	50.00	
Interest on bank balances.....	4.00	213.30
Grand total estimated receipts.....		$921,603.81

Estimated Expenditures 1919.

Library Fund:

Account:

A	Salaries, main library	$447,500.00
B	Salaries, branches	
C	Salaries, deposits and delivery stations	
D	Delivery stations, miscellaneous:	
	Gasoline, oil and grease, tires, repair parts. storage supplies and tools, and misc. for care and maintenance of five delivery trucks, one touring car, one runabout, signs, trunks and telescopes	6,000.00
E	Branches, miscellaneous:	
	Rents, coal, light, telephone and miscellaneous	20,000.00
F	Books (including Library of Congress cards)	100,000.00
G	Binding	45,000.00
H	Finding lists:	
	Monthly bulletins (6,000 copies), new lists and reprints	4,000.00
I	Printing and stationery:	
	Printed forms, cards, paper, pencils, ink, twine, catalog cards, printed material, mounting paper, rubber stamps and stationery of all description	11,000.00
J	Newspapers and periodicals	12,000.00
K	Miscellaneous:	
	Telephone, towel and laundry work, ice, typewriter and multigraph repairs, toilet soap and paper, boxes, street cleaning and sprinkling, linen and towels, audit, inspection fees, etc.	5,000.00
L	Fuel, main building only	20,000.00
M	Heating and generating plant:	
	Oils, repairs, etc., power plant	2,000.00
N	Electric supplies and repairs	1,200 00
O	Elevator supplies and repairs	1,000.00
P	Janitor expense:	
	Cleaning, soap and soap powder, cheesecloth and scrubbing rags, brooms, mops, sponges, dusters, etc., hardware, pails. etc., paints and oils, misc. repair items	2,000.00
Q	Furniture and fixtures:	
	Desks, card cabinets, chairs, bulletin boards, magazine racks, typewriter and stands, bookstacks, misc. furniture for main library and branches	7,500.00
R	Insurance:	
	Compensational and general liability, fire insurance on sundry branches, binderies, etc	3,000.00
S	Freight and expressage	500.00
T	Postage	3,500.00
U	Books lost and paid for—refunds	300.00
V	Repairs, alterations and improvements:	
	Dome and roof repairs, tuckpointing, roof tile, glass, plumbing, doors, linoleum, delivery room third floor, air	

	washer repairs, downspout and pipe repairs, tempering coils, special assessments, sundry repairs and improvements	16,000.00
V-1	Branch library building	200,000.00
W	Interest (tax warrants 1918)	2,000.00
	Contingent	441.12
	Total from library fund	$909,941.12
Trust Funds:		
Kelly Fund Income:		
	For maintenance of Hiram Kelly Branch, except books, binding and periodicals	10,768.48
Ryder Fund Income:		
	For books (arts and crafts)	552.87
Beecher Fund Income:		
	For books (music, etc.)	128.04
Jackson Fund Income:		
	For books (raised print)	213.30
	Grand total	$921,603.81

Director Shutter moved that the estimates, as submitted, be made the budget for the year 1919.

Carried.

Yeas—Directors Healy, Shutter, Gessler, Beroth, Tollkuehn and the President—6.

Nays—None.

COMMITTEE ON LIBRARY.

In the absence of the Chairman, Director Beroth presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Gessler, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	990 vols., (66 pamphlets)	$ 1441.00
Thomas Hughes Collection:	7 vols.,	5.00
Branch Collection:	5557 vols., (250 pamphlets)	5368.00
High School Collection:	275 vols.,	280.00
Deposit Collection:	581 vols.,	502.00
School Deposit Collection:	5570 vols.,	3620.00
Kelly Collection:	369 vols.,	320.00
Rental Collection:	44 vols.,	44.00
	13.393 vols., (316 pamphlets)	$11.580.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $84.23, be paid from the incidental fund.

Your Committee further submits the following recommendations:

That the Librarian be authorized to purchase a second lot of war posters, in addition to those ordered purchased by

the Board at a previous meeting, at a cost of five dollars.

That the Librarian be authorized to expend a sum not to exceed twenty-five dollars for work and material required in preparing an exhibit of the work of the High School Libraries for the meeting of the National Council of Teachers of English, February 26th and 27th inst.; also that authority be given for the printing of not more than five hundred copies of a list of Illustrated Editions for High School Libraries at a cost not to exceed fifty dollars.

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Feb. 10, 1919.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Gessler, Beroth, Tollkuehn and the President—6.

Nays—None.

A. C. McClurg & Co., books	$8,667.80
B. F. Stevens & Brown, books and subscriptions, £72/4/11 (est.)	346.78
C. V. Ritter, books	500.99
Librarian of Congress, printed catalog cards and proof sheets	500.00
R. L. Polk & Co., books	125.50
United States Patent Office, printed copies of patents	100.00
G. E. Stechert & Co., books	97.75
A.L.A. Publishing Board, books and subscriptions	95.00
A. Kroch & Co., books and subscriptions	65.43
H. L. Hayward, books	60.00
A. W. Shaw Co., subscriptions	55.20
Rand, McNally & Co., books	40.00
Chicago Daily News Co., books	29.50
Keystone View Co., subscription	17.50
Martindale Mercantile Agency, books	15.60
Powners Book Store, books	15.00
West Publishing Co., books	12.50
Thomas Publishing Co., books	10.00
Anderson Galleries, books	10.00
C. A. Nichols, books	8.33
Lawyers Co-operative Publishing Co., books	7.50
Selling Aid, books	6.00
Flynn Publishing Co., books	4.00
R. R. Bowker & Co., subscriptions	87.38
J. M. Hanson-Bennett Magazine Agency, subscriptions	69.85
Business Data Bureau, subscription	30.00
Business and Investment Digest Weekly, subscription	10.00
Geo. E. Koehler & Son, binding	1,224.77
Brabandt & Valters Book Binding Co., binding	1,056.01
Northwestern Bindery, binding	392.51
John Seybold, marking on backs of books	250.47
Joseph Flucke & Son, binding	233.50
Gaylord Bros., binders	82.35
Burgmeier Book Bindery, binding	52.00
Slade, Hipp & Meloy, gummed muslin	48.00
Tucker-Kenworthy Co., printing	200.36
J. Manz Engraving Co., half-tones of Library building	9.68
Dwight Bros. Paper Co., paper	76.31
Mead & Wheeler Co., book pockets, cards, etc.	306.10
Swigart Paper Co., paper	132.76
Parker, Thomas & Tucker Paper Co., paper	40.50
Bradner Smith & Co., paper	27.00
J. W. Butler Paper Co., paper	20.00
Cameron, Amberg & Co., cataloging slips, cutting and blocking paper	60.22
James Watson & Co., printing	56.00
Max Stern's Sons, printing	24.25
Addressograph Co., addresses	3.89
Peterson Linotyping Co., composition and metal	3.00
Geo. E. Cole & Co., stationery	47.72
Library Bureau, guides, trays, shelf label holders, etc.	40.95
Universal Stamp & Stencil Works, ink pads, pencil tops, etc.	40.95
P. A. Salisbury-Schulz Co., daters and clips	13.25
Tablet and Ticket Co., gummed letters	11.10
Albert Hancock & Co., paper	11.00
Dennison Mfg. Co., glue, etc.	9.70
Nelson-Eismann, Quist Co., pencils	7.70
Kirk's Ink Co., paste	7.50
Shea, Smith & Co., sponges	6.00
A. B. Dick Co., paper, etc.	6.50
D. Corrado, steel erasers	5.50
Gerts, Lumbard & Co., brushes	4.50
Hammond Typewriter Co., type shuttles	3.50
Peerless Moistner Co., moistners	3.35
H. G. Wilson, Sec'y, cash expenditures, Jan., 1919	355.16
	$15,861.67

He, also, presented bills of A. C. McClurg & Co. for books in the amount of $28.93, to be paid from the rental collection fund, and moved that the bills be ordered paid.

Carried.

Director Schick entered the room and took his seat.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration recommends:

That the following resignations be accepted, with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages — Scott Fithian, February 2; Otto Laske, January 25; John V. Ryan, January 25; Edwin Ulveling, January 28.

Senior assistants—James H. Biddle, February 10; Mary W. Clark, February 4; Sue Wuchter, February 2.

That leave of absence be granted Helen J. Sim, junior assistant, for two months from February 1.

That the Librarian be authorized to make requisition upon the Civil Service Commission for five additional pages.

That the Librarian be authorized to make requisition upon the Civil Service Commission for one assistant, Grade V, at $1740 per annum.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
FRANK F. TOLLKUEHN,
Committee on Administration.

CHICAGO, Feb. 10, 1919.

He, also, presented the list of vacancies and appointments for January, 1919, which was received and ordered published.

The following is the list:

Vernon Barker, page, appointed temp. January 11, $480 yer year; separated January 19.

Florence Beggs, junior library assistant, appointed temp. January 26, $600 per year.

Helen Berkland, junior library assistant, appointed temp. January 26, $600 per year.

Roman Binder, page, appointed temp. January 23, $480 per year.

Hector Bishop, page, separated January 10.

Hazel Blaurock, junior library assistant, appointed temp. January 23, $600 per year.

Raymond Borling, page, separated January 5.

Ella Bouscher, junior library assistant, appointed temp. January 7, $480 per year.

Harold Chartrand, page, appointed temp. January 27, $480 per year; separated January 31.

Laurence Chartrand, page, appointed temp. January 28, $480 per year.

Helen H. Clark, junior library assistant, separated January 21.

Albert E. Clawson, page, appointed temp. January 6, $480 per year; separated January 10.

Helen Collins, junior library assistant, appointed temp. January 13, $600 per year.

Henry Commanger, page, separated January 31.

Patrick Corcoran, coal passer, appointed civil service January 14, $1,200 per year.

Amy Cowen, junior library assistant, appointed temp. January 26, $600 per year.

Isadore Cutler, page, separated January 5.

Gladys DeClercq, junior library assistant, separated January 12.

Lotta Deuter, junior library assistant, appointed temp. January 26, $600 per year.

Mary Duncan, junior library assistant, appointed temp. January 26, $600 per year.

Lillian Flood, junior library assistant, appointed temp. January 27, $600 per year.

Charlotte Forman, junior library assist-

ant, appointed temp. January 13, $480 per year.

Morris Gail, page, appointed temp. January 22, $480 per year; separated January 31.

Abe Gertzwolf, page, separated January 6.

Jay M. Goldstein, page, appointed temp. January 13, $480 per year; separated January 20.

Israel Goodman, page, appointed temp. January 6, $480 per year.

Bernard Gordon, page, separated January 10.

Harlan Graham, page, appointed temp. January 16, $480 per year.

Charles L. Green, senior library assistant, resigned January 4.

Julius Greenblau, page, appointed temp. January 27, $480 per year; separated January 27.

Maurice Hamrell, page, appointed temp. January 21, $480 per year.

John J. Hanlon, page, separated January 1.

Helen Hermanson, junior library assistant, appointed temp. January 26, $600 per year.

Genevieve Hoven, junior library assistant, appointed temp. January 27, $480 per year.

Gertrude Jenkins, junior library assistant, appointed temp. January 25, $600 per year.

Florence Johnson, junior library assistant, appointed temp. January 13, $480 per year.

Jeffrey D. Joyner, janitor, appointed civil service January 15, $1,020 per year.

Sander Kane, page, appointed temp. January 9, $480 per year.

James J. Kasparek, page, appointed temp. January 13, $480 per year; separated January 19.

William Kaula, coal passer, appointed temp. January 10, $1,200 per year; separated January 14.

Florence Kelly, junior library assistant, appointed temp. January 13, $600 per year.

Evelyn Knowe, junior library assistant, appointed temp. January 6, $480 per year; separated January 25.

Arthur A. Kohn, page, separated January 5.

Anita Kounselbaum, junior library assistant, separated January 25.

Irene Ladon, junior library assistant, appointed temp. January 6, $480 per year; separated January 16.

Martha Lamb, junior library assistant, appointed temp. January 6, $480 per year.

Otto Laske, page, separated January 25.

Dena Lew, junior library assistant, appointed temp. January 22, $600 per year.

Emma Lipschutz, junior library assistant, appointed temp. January 26, $600 per year.

Cecelia McDonnell, junior library assistant, appointed temp. January 27, $480 per year.

Helen McGlone, junior library assistant, separated January 25.

Eileen McGrath, junior library assistant, discharged January 23.

Clifford MacKain, page, appointed temp. January 24, $480 per year; separated January 28.

Frank McMahon, page, separated January 5.

Esther Melnikow, senior library assistant, separated January 25.

Mildred Mills, junior library assistant, appointed temp. January 26, $600 per year.

Edward J. Moran, page, separated January 5.

Elmer Nelson, page, appointed temp. January 27, $480 per year.

John M. Norland, page, appointed temp. January 24, $480 per year.

Winston W. Parks, page, appointed temp. January 22, $480 per year.

Ruth J. Pierce, junior library assistant, appointed temp. January 13, $600 per year.

Rudolph Pisani, page, appointed temp. January 28, $480 per year.

Charles Prell, page, appointed temp. January 27, $480 per year; separated January 31.

Irwin Reimer, page, appointed temp. January 27, $480 per year.

Herman Reinstein, page, appointed temp. January 6, $510 per year.

Joseph Reuter, page, appointed temp. January 2, $480 per year.

Irwin Robertson, page, separated January 19.

Nathan Rubenstein, page, separated January 21

John V. Ryan, page, resigned January 25.

Joseph Ryan, page, appointed temp. January 2, $480 per year.

Jacob Sacks, page, discharged January 19.

Charles Shapiro, page, appointed temp. January 22, $480 per year.

Jacob Shapiro, page, appointed temp. January 27, $480 per year; separated January 28.

Maurice Shapiro, page, appointed temp. January 17, $480 per year; separated January 25.

Elliot Small, page, separated January 24.

Loren Spurling, page, separated January 17.

James S. Starkey, janitor, appointed temp. January 9, $1,020 per year; separated January 15.

Fred W. Sturm, janitor, resigned January 10.

Lillian Sylvester, junior library assistant, appointed temp. January 13, $600 per year.

Harris Teeman, page, separated January 24.

Virginia Teitge, junior library assistant, appointed temp. January 26, $600 per year.

Norbert Templer, page, separated January 10.

Samuel Testa, page, appointed temp January 24, $480 per year.

Eli Tigay, page, appointed temp. January 9, $540 per year.

Ansel Tulupan, page, separated January 25.

Edwin Ulveling, page, separated January 28.

Katheryn West, junior library assistant, appointed temp. January 13, $480 per year.

Helen S. Zimmerman, junior library assistant, appointed temp. January 6, $600 per year; separated January 21.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, West 26th Street Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Commonwealth Edison Co., electric current	204.25
Peoples Gas Light & Coke Co., gas	9.11
Chicago Telephone Co., telephone service	119.51
Toll Bros., laundering towels	73.17
Individual Towel & Cabinet Service Co., clean towel supply	45.20
Niagara Towel Supply Co., clean towel supply	25.03
Haegele Ice Co., ice	21.09
Citizens Service Bureau, removing cinders, street sprinkling and sidewalk cleaning service	109.28
Bullard & Gormley Co., hardware	18.61
Cudahy Packing Co., soap powder	15.00
James S. Kirk & Co., soap	6.00
Marshall Field & Co., oil cloth	10.75
R. Schultz & Co., pamphlet boxes	12.50
Pottinger-Flynn Coal Co., coal	2,188.86
D. J. Gallagher Mfg. Co., waste, etc	31.11
Taylor Instruments Companies, thermometers	10.94
Inland Electric Co., electrical supplies	59.50
Arcola Electric Co., electric lights	52.68
Morgan & Hasting Mfg. Co., electrical supplies	16.75
National X-Ray Reflector Co., reflectors	8.00
Gallaher & Speck, elevator material and labor	121.53
Remien & Kuhnert Co., shellac, alcohol, benzine, turpentine, etc	68.75
Armour Soap Works, soap powder	20.42
Fuller-Morrisson Co., ammonia, etc	5.80
Rollins Burdick Hunter Co., insurance on Blackstone Branch	150.00
Royal Typewriter Co., typewriting machine	81.00
W. H. Salisbury & Co., door mat	4.20
John Farling, making door in engine room, etc	31.50
Chicago Mill & Lumber Co., box tops	21.00
Standard Oil Co., gasoline	198.18

Valvoline Oil Co., oil	21.60
Chicago Republic Truck Co., automobile parts	22.86
Wright Cooler & Hood Mfg. Co., repairing auto radiator	18.70
R. C. Cook Co., automobile parts	17.00
Samuel Harris & Co., machinists' supplies	16.58
American Boiler Welding Co., welding crank cases	15.00
The Fair, chamois	4.50
Maypole Garage, auto storage	15.44
Milwaukee Ave. Garage, auto storage	9.00
Henry Landgraf, taking down and putting up signs	24.00
H. G. Wilson, Sec'y, cash expenditures, Jan., 1919	142.11
	$5,216.51

He, also, presented the following list of bills for maintenance of the Kelly Branch and moved that the bills be paid from the Kelly Branch fund.

Carried.

Commonwealth Edison Co., current	$31.39
Johnson Service Co., repairing temp. reg. equipment	9.80
Chicago Telephone Co., service	3.75
	$44.94

REPORTS.

The Librarian presented his statistical report for January, 1919, which was received and ordered published.

NEW BUSINESS.

The President, Director Barr, presented the following

MEMORIAL MINUTE.

The Board of Directors of the Chicago Public Library has learned with deep regret of the death of Mr. Samuel Despres, who was a member of the Board from July, 1903, to July, 1906, and from July, 1912, until February, 1916.

During his term as Director he served as Chairman of the Committees on Library and By-Laws and as a member of the Committees on Branches, Buildings and Grounds, Administration and a Special Committee on Legislation.

Mr. Despres was particularly interested in the extension of library service through the agency of branch libraries and worked faithfully and well in forming the policies that have resulted in the present system.

Be It Resolved, That the sympathy of the Board be extended to the bereaved family; and

Be It Further Resolved, That this Memorial Minute be spread upon the records of the Board and a copy thereof be presented to the family of Mr. Despres.

The President, Director Barr, moved the adoption of the Memorial Minute.

Carried by rising vote.

Director Jonas entered the room and took his seat.

The President, Director Barr, called attention to the report of Chris. Ullrich, watchman, relative to the conduct of Benjamin Levin, messenger on the evening service, whom he charged with infraction of the rules of the library and with the use of violent and improper language.

After a hearing granted to both parties, Director Shutter moved that the Librarian be instructed to reprimand Mr. Levin and suspend him for a period of two weeks with loss of pay.

Carried.

On motion of Director Healy, the Board adjourned.

H. G. Wilson

Secretary.

REPORT OF LIBRARIAN FOR JANUARY, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of January was 658,644; for the corresponding month of the previous year 584,538. The circulation was from the following sources:

Central Library	72,340
Branches	411,496
Stations	42,267
Traveling Libraries	101,767
Deposits and Miscellaneous	30,774
	658,644

The following is a summary of the books obtained at the Central Library:

Main Collection	29,799
Open Shelf	32,094
Hughes Room	4,452
Music Room	2,555
Information Desk (Teachers and special cards)	1,936
Miscellaneous	528
Books for the Blind	848
Documents	128
	72,340

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	3,378	192	3,570
Austin	14,220	281	14,501
Austin High	5700	....	5,700
Bessemer Park	6,741	245	6,986
Blackstone	11,903	448	12,351
Burr School	6,643	202	6,845
Cornell Square	5,029	98	5,127
Davis Square	2,606	69	2,675
Douglas Park	20,041	1,427	21,468
Dvorak Park	5,869	86	5,955
Eckhart Park	6,740	317	7,057

Englewood High	3,119	....	3,119
Forestville School	4,528	145	4,673
Fuller Park	5,560	172	5,732
Hamilton Park	9,225	244	9,469
Hamlin Park	6,652	129	6,781
Hardin Square	5,491	185	5,676
Harrison High	5,310	....	5,310
Hebrew Institute	10,228	1,030	11,258
Holstein Park	7,616	112	7,728
Humboldt	19,711	2,013	21,724
Independence Park	6,312	109	6,421
Kelly	19,549	221	19,770
Kosciuszko	5,051	75	5,126
Lake View High	3,987	....	3,987
Lewis Institute	16,306	765	17,071
Lincoln Center	9,539	256	9,795
Logan Square	12,360	287	12,647
McKinley Park	4,255	19	4,274
Mark White Square	6,108	99	6,207
Marshall High	3,266	258	3,524
Morse School	6,623	223	6,846
Ogden Park	10 981	157	11,138
Palmer Park	5,003	109	5,112
Pulaski Park	5,249	78	5,327
Rogers Park	10,641	195	10,836
Scanlan School	5,718	54	5,772
Senn High	3,553	....	3,553
Seward Park	8,018	396	8,414
Shedd's Park	6,626	201	6,827
Sheridan Park	17,810	356	18,166
Sherman Park	8,400	172	8,572
Stanford Park	4,997	175	5,172
Stanton Park	5,878	134	6,012
Sumner School	5,139	91	5,230
Walker	3,907	98	4,005
West North Ave	13,801	528	14,329
West 26th Street	12,907	164	13,071
Woodlawn	23,202	918	24,120
Total	411,496	13,533	425,029

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	2,903	102	3,005
Argyle	95	..	95
Armitage	1,720	102	1,822
Assoc. House	2,568	1,198	3,766
Avondale	1,982	74	2,056
Birchwood	2,782	..	2,782
Butler House	4,397	..	4,397
Cheltenham	1,767	23	1,790
Chicago Ave	980	227	1,207
Chicago Lawn	2,828	..	2,828
Cicero Ave	1,093	32	1,125
Dauphin Park	1,437	89	1,526
Diversey Ave,	2,177	27	2,204
Dunning	2,055	..	2,055
East Austin	1,205	49	1,254
East Rogers Park	1,319	106	1,425
E. Thirty-first St.	954	711	1,665
Edison Park	1,637	..	1,637
Fernwood	1,189	..	1,189
Gage Park	1,887	..	1,887
Garfield	1,112	216	1,328
Grand Ave	1,359	845	2,204
Grand Crossing	1,408	15	1,423
Greenview	576	43	619
Gresham	4,052	23	4,075
Hegewisch	1,555	..	1,555
Hermosa	2,457	..	2,457
Homan	2,101	..	2,101
Irving Park	728	29	757
Jefferson Park	2,157	..	2,157
Jewish Educ. All.	1,743	119	1,862
Larrabee St	1,735	615	2,350
Lawndale	2,246	...	2,246
Longwood	1,100	..	1,100
Madison Street	1,226	725	1,951
Mayfair	1,318	..	1,318
Milwaukee Ave	491	367	858
Montrose	1,691	..	1,691
North Clark St	885	400	1,285
Norwood Park	606	..	606
Park Manor	4,002	147	4,149
Ravenswood	2,321	205	2,526
S. Ashland Ave	1,514	1,312	2,826
South Shore	630	39	669
S. Western Ave	697	367	1,064
Southport Avenue	461	137	598
Trumbull Park	1,774	..	1,774
Wakeford	2,393	72	2,465
Washing'n Heights	726	..	726
West Brighton	225	..	225
West Englewood	1,665	..	1,665
West Harrison St.	1,689	744	2,433
West Pullman	2,409	..	2,409
West Ravenswood	2,606	131	2,737
W. Sixteenth St.	4,338	231	4,569
West Twelfth St.	2,697	2,918	5,615
Wieboldt	3,457	.....	3,457
Windsor Park	642	..	642
Total	101,767	12,440	114,207

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	411,496	13,533	425,029
Traveling Libraries	101,767	12,440	114,207
Business House Deposits	28,713	1,272	29,985
Miscellaneous References	2,061	.....	2,061
Total	544,037	27,245	571,282

Of the 42,267 books supplied through the Stations Department, 13,533 were sent to 44 branches and 28,734 to 65 stations. The books supplied for the same month of the preceding year numbered 41,090 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 25,332.

REFERENCE ROOM.

Number of books issued from stacks.....29,219
Number of recorded visitors.....11,818

No record was kept of the number of books consulted at or borrowed from the open shelves.

ARTS AND CRAFTS ROOM.

Books consulted, 4,345. Visitors, 968.

HUGHES ROOM.

Volumes circulated, 4,452; pictures circulated, 2,589; recorded visitors, 3,723. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,180; bound newspapers, 427. Visitors, 1,244.

CIVICS ROOM.

Magazines issued, 2,240; directories consulted, 2,632; bound documents used, 1,141; books, 857; pamphlets, 13,785; visitors, 6,629.

STUDY ROOM.

Volumes consulted, 1,639. Visitors, 3,615.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,977. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 93,426.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 8,037; issued in January of the previous year, 6,815.

Number of juvenile cards issued, 2,725; research cards, 6; vacation cards, ..; teachers' cards, 167. The number of three-year cards outstanding is 211,834.

BINDERY DEPARTMENT.

Number of books at binderies January 1, 1919	12,664
Number of books sent to binderies in January, 1919	7,191
Total number of books at binderies in January, 1919	19,855
Number of books received from binderies in January, 1919	5,361

Number of books at binderies February 1, 1919..... 14,494
Number of books repaired in Library in January, 1919..... 5,389

GROWTH OF THE LIBRARY.

The total number of volumes in the Library February 1, 1919, was 950,992. Received since June 1, 1918, 96,604; since January 1, 1919, 20,581. Books worn out and discarded since June 1, 1918, 26,950; since January 1, 1919, 3,278. Books lost and paid for since June 1, 1918, 2,040; since January 1, 1919, 352. Books found and money refunded since June 1, 1918, 172; since January 1, 1919, 32.

CARL B. RODEN,
Librarian.

CHICAGO, Feb. 10, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, FEBRUARY 24, 1919.

OFFICIAL RECORD.

There were present when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Gessler and Tollkuehn.

Absent—Directors Jonas, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held February 10, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Miss Lillian G. Morawski, requesting compensation for time lost through illness from January 13 to 25, inclusive.

Referred to the Committee on Administration.

From Miss Daisy McHale, requesting compensation for time lost from January 12 to 19, inclusive.

Referred to the Committee on Administration.

From G. P. Racine, submitting the premises at 4658 N. Western avenue as a suitable location for a branch library.

Referred to the Committee on Buildings and Grounds.

SPECIAL COMMITTEE.

The President called upon Director Tollkuehn, Chairman of the Special Committee on Revision of By-Laws.

Director Tollkuehn, on behalf of the Committee, presented a draft of the by-laws, agreed upon by the Committee, for the consideration of the Board.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

In the absence of a majority of the members of the Committee, Director Shutter moved that matters in the hands of the Committee be considered in open Board.

Carried.

Director Shutter moved that the bill from Chivers Book Binding Company amounting to $35.50, for twenty-two volumes delivered to the Library on September 7, 1917, and which were subsequently lost, be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Tollkuehn and the President—6.

Nays—None.

He, also, moved that deposit stations be opened as follows,

3712 N. Halsted street, under the care of Mrs. L. Schwake.

1605 S. California avenue, under the care of Douglas Park Mission.

1911 W. 12th street, under the care of Ederheimer Stein Co.

1753 W. Congress street, Presbyterian Hospital.

The motion prevailed.

Yeas—Directors Healy, Shutter, Schick, Gessler, Tollkuehn and the President—6.

Nays—None.

Director Jonas entered the room and took his seat.

Director Shutter presented the following schedule of book lists, recommended by the Librarian:

Main Collection:	440 vols., (5 pamphlets)	$ 576.00
Deposit Collection:	326 vols.,	334.00
Branch Collection:	4308 vols.,	3724.00
High School Collection:	40 vols.,	38.00
School Deposit Collection:	10415 vols.,	8579.00
Kelly Collection:	412 vols.,	365.00
Rental Collection:	23 vols.,	24.00
	15,964 vols., (5 pamphlets)	$13,640.00

Director Shutter moved that the books be ordered purchased.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Emmet Scales, page, February 17.

Prudence Higley, senior assistant, February 20.

Jeffrey D. Joyner, janitor, February 21.

It is further recommended that the Librarian be authorized to make requisition upon the Civil Service Commission for ten additional junior assistants for full or part time service in various departments of the Library.

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
FRANK F. TOLLKUEHN,
Committee on Administration.

CHICAGO, Feb. 24, 1919.

He, also, presented the following report:

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Administration has considered the proposed by-laws as presented by the Special Committee on Revision of the By-Laws, and recommends that the present by-laws of the Board be repealed and the by-laws as submitted by the Special Committee be adopted as the by-laws of the Board.

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
FRANK F. TOLLKUEHN,
Committee on Administration.

CHICAGO, Feb. 24, 1919.

Under the rules the consideration of the report was laid over until the next regular meeting.

Director Shutter presented a communication from Miss Bessie Goldberg, addressed to the Committee on Administration, and on behalf of the Committee moved that the communication be placed on file.

Carried.

Director Beroth entered the room and took his seat.

NEW BUSINESS.

The President, Director Barr, presented the following communication, which was referred to the Committee on Buildings and Grounds:

Chicago, February 14, 1919.

Mr. Alfred Barr, President,
Chicago Public Library,
Chicago, Illinois.

My dear Mr. Barr:—At a meeting of the Canteen Committee of the Chicago Woman's Club last Wednesday, it was moved that we discontinue our free Canteen in the Public Library after Sunday, February 23.

The Committee wishes to express their sincere appreciation and thanks for the many courtesies and kindnesses extended to them and to their work through you and the Library Board. Our surroundings, the atmosphere of the place and the spirit of the Directors have been such that our stay in the Library has been one of great joy and pleasure, and delightful memories will ever remain with us of our work there.

It was also suggested at our meeting, that if it met with the approval of the Library Board, we would like a bronze tablet placed in the corridor telling of the patriotic work done in the foyer of the Library during the war. If this meets with your approval, will you kindly let me know at once?

Believe me,
Sincerely yours,
Grace Dixon.

On motion of Director Jonas, the Board adjourned.

H. L. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MARCH 10, 1919.

OFFICIAL RECORD.

There were present when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Schick, Gessler and Tollkuehn.

Absent — Directors Shutter, Jonas, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held February 24, 1919, was dispensed with and the records thereof as printed were approved.

UNFINISHED BUSINESS.

The President, Director Barr, called up the report of the Committee on Administration on the proposed by-laws of the Board laid over from the last meeting of the Board.

Director Tollkuehn moved the adoption of the report.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

The following are the by-laws as adopted:

Article I. The annual meeting of the Board of Directors of the Chicago Public Library for the election of a President and a Vice-President shall be held at the first regular meeting of July in each year.

Art. II. Regular meetings shall be held on the second and fourth Mondays of each month at 5 o'clock p. m., unless otherwise ordered, except that during the months of July and August only one regular meeting shall be held, namely, on the second Monday of the month, and at all meetings five directors shall constitute a quorum of the Board.

The order of business at regular meetings shall be as follows:

1. Consideration of the records of previous meeting.
2. Communications.
3. Unfinished Business.
4. Reports from Standing Committees.

5. Reports from Special Committees.
6. Reports of Officers.
7. New Business.

Art. III. Special meetings may be called by the Secretary, upon written request of the President or of any two Directors, stating the object of the meeting, and a notice thereof of not less than two days shall be given to each Director, in which shall be stated the object of the meeting. No business shall be transacted at such meeting except such as is stated in the notice.

Art. IV. The officers of the Board of Directors shall consist of a President, a Vice-President and a Secretary. The President and Vice-President shall hold their offices respectively until the next annual election, and until their successors shall have been elected and qualified. The Secretary of the Library shall be ex-officio Secretary of the Board unless otherwise ordered.

Art. V. There shall be three Standing Committees, to be appointed by the President, namely: A Committee on Library; on Administration, and on Buildings and Grounds; each of said Committees to consist of three Directors, and the President may add one or more members to any committee to serve temporarily in place of any committee member unable to act on account of sickness, absence or other cause.

Committees shall furnish to the President, at his request, such data as he may require for his annual report.

Art. VI. The President shall be ex-officio a member of each of the Committees, without power to vote. It shall be his duty to preside at all meetings of the Board; to sign all vouchers certified to be correct by the Secretary and approved by the Board upon which warrants shall be drawn on the City Treasurer on account of the Library Fund; vouchers so signed and approved shall be considered properly authenticated vouchers of the Library Board. It shall also be his duty to appoint the Standing Committees for the year and to prepare for the consideration of the Board the annual report of the Board of Directors, required by the seventh section of the "Free Public Library" Act.

Art. VII. In the absence of the President or his inability to act, all the duties of that office shall devolve upon the Vice-President.

Art. VIII. It shall be the duty of the Secretary to keep a neat, exact and permanent record of the proceedings of the Board of Directors, and have copies thereof printed for the use and information of the members of the Board and of the officers of the library. He shall also send notices of all meetings of the Board to the Directors and of the Committees to the members thereof. The Secretary shall also, under the supervision of the Committee on Administration, be the financial officer of the library, and keep its accounts and receive and safely deposit and account for all moneys which may come into his custody from bequests, legacies, donations, fines, security deposits, sale of finding lists, books lost and paid for, and all other moneys which, under the rules and practice of the library, may be placed in his custody as Secretary. All moneys, securities and other evidences of values received from bequests or donations, and all moneys, securities and other evidences of values derived from the investment of such funds shall be deposited in a bank, or banks, to be designated by the Library Board in the name of "The Chicago Public Library."

The investment of bequeathed or donated funds shall be made by the Committee on Administration, subject, however, to the approval of the Board in the case of each investment.

All warrants against funds deposited to the credit of the Chicago Public Library received from bequests or donations, or against interest thereon or revenue there-

from, shall be drawn by the Secretary of the Public Library and shall be countersigned, after being drawn, by the President of the Public Library Board. But such warrants shall first be ordered paid in the usual course by the Library Board. No warrant for a greater sum than five thousand ($5,000) dollars shall be drawn unless it shall, in addition to the signatures of the Secretary and President, be also countersigned by the Vice-President of the Board, and no warrant for a sum greater than five thousand ($5,000) dollars shall be presented for payment without being accompanied by a certified copy of a resolution of the Public Library Board ordering its payment.

The Secretary shall submit to the Board quarterly, at a regular meeting, a statement of all moneys received and disbursed by him in the preceding three months, and once each quarter he shall also report the condition of the Library Fund, appending thereto a certificate as to the correctness of all his books of account for said quarter. And he shall perform such other duties as the Board may direct, and give such security for the faithful performance of his duties as the Board may order.

The Secretary shall be ex-officio business agent of the library, and shall have custody of a petty cash fund of one thousand dollars for the payment of incidental expense and other bills not regularly vouchered by the Board; said fund to be reimbursed monthly by voucher drawn in favor of the Secretary for moneys expended during the previous month.

Art. IX. A Librarian and First Assistant Librarian and Secretary of the library shall be secured by the Board according to law. The Librarian shall, under the control of the Board of Directors, have charge of the rooms and working force of the library, and shall be responsible for the care and safety of the books and other public property contained therein, and for the preservation of order in the rooms. He shall prepare, for the approval of the Committee on Library, lists of books to be purchased; and shall have executive superintendence of all matters under the supervision of the several Standing Committees. He shall report to the Board monthly upon circulation of the books for the preceding month, and shall also make an annual report to the Board of Directors at the regular meeting in June.

The First Assistant Librarian shall have charge of such administrative and other duties as the Librarian may designate from time to time. In the absence of the Librarian he shall assume the duties of the Librarian.

Art. X. The Committee on Library shall have control and supervision of all matters relating to the selection, purchase, exchange and binding of books and periodicals; the sale and exchange of duplicates and of old magazines and papers not kept for filing and binding; the arrangement for the circulation of books and periodicals, and the needful examination of the library; the arrangement, printing, sale and disposition of catalogues and finding lists; the statistics and circulation; and all matters relating to the stamps, plates, labels and printed forms in use in the library. It shall be the duty of the Committee to examine, as often as practicable, the books in the library, and to exclude from circulation, and, if deemed expedient, from the library also, any and all books prejudicial to good morals, if any, such shall be found in the library.

Between meetings of the Board the Committee shall have power to purchase books or periodicals not exceeding a total cost of one hundred dollars.

The Committee on Library shall also have supervision and management of the branches, and also the supervision of all lectures, story-hours and other accessory educational agencies at the branches held under the auspices of the Board of Directors.

The Committee shall have supervision

and care of the delivery and deposit stations established by the Board and of all matters pertaining thereto.

Art. XI. The Committee on Administration shall have supervision of matters relating to the appointment, control, remuneration and hours of service of the employés of the library; of the accounts, the revenues arising from the library fund and from other sources, and the care, custody and investment of all moneys received by the library through bequests, legacies or donations.

The Committee on Administration shall consider and report upon all propositions for the amendment, repeal or revision of any of the by-laws of the library and upon all legal questions.

Art. XII. The Committee on Buildings and Grounds shall have supervision of the maintenance, alteration, repair, furnishing, heating and lighting of the library, the location, equipment and maintenance of branch library buildings and other branch quarters, including leasing of rooms, and of insurance and the purchase of supplies not provided for otherwise.

Art. XIII. At any meeting the ayes and noes shall be called upon any question before the Board at the request of one Director.

Art. XIV. All proposed expenditures of money, except current and incidental expenses, shall, unless otherwise ordered by the Board, be referred to or reported upon by the Committee on Administration, and no appropriation shall be made, or indebtedness incurred, to an amount exceeding two hundred dollars without the concurring votes of a majority of the Directors.

Art. XV. Under the Civil Service Act, in effect August 26, 1895, all applicants for positions of any kind in the library are required to pass a civil service examination. No application, therefore, will be considered by the Board of Directors until after the applicant has passed such examination, and then only in the order in which his or her name appears on the "register of eligibles."

Art. XVI. The salaries of the employés shall be fixed in accordance with a classification of service and schedule adopted by the Board, and promotions shall be made for efficiency, faithfulness, length of service, or other sufficient cause, in accordance with the rules of the Civil Service Commission. The employment, compensation and discharge of employés of the Library Board shall be considered only in executive session.

Art. XVII. The term of service of all employés of the library shall be dependent upon good conduct and efficiency and the requirements of the service. They shall be subject to suspension from employment by the Committee on Administration or Librarian, with loss of salary during such suspension on account of absence without leave, want of attention to business, unreasonable waste of time, want of courtesy toward the public, or improper behavior of any kind. When a suspension shall have been ordered by the Committee, such suspension, with reasons therefor, shall be reported by the Committee to the Board at its next regular meeting. When the Librarian shall have suspended an employé, he shall report the fact to the Committee on Administration for its approval or disapproval, and the reasons for such approval or disapproval shall be reported to the Board at the next regular meeting thereof. Any employé who shall be suspended shall, upon such suspension, be subject to dismissal by the Board of Directors, but shall be given an opportunity to be heard in his own defense before the Board, as well as before the Civil Service Commission, in the manner set forth in Section 12 of the Civil Service Act before such dismissal shall take effect.

Annual vacations with pay at the rate of three weeks, including Sundays, for a full year of service, shall be granted to all persons who have been employed and actually on duty in the library for a period

of not less than six months immediately preceding May 1st; employés who have been in the service for more than six months preceding May 1st, but for less than a full year, shall be granted a fractional part of such three weeks vacation at the rate of one and one-half days for each full month of service; all such vacations to be taken wholly within six months, beginning May 1st of each year, except as hereinafter provided.

Saturday half-holidays, or equivalent time off, shall be allowed from May 1st to October 1st.

In such departments as may be designated by the Librarian, two half-days off shall be allowed monthly from October 1st to May 1st.

Subject to the requirements of the service, attendance record and general efficiency rating, the Librarian shall be authorized, in addition to the half-holidays, or equivalent time off, as above provided, to excuse absence as follows:

Two consecutive half-days in each pay-roll month for sickness or extraordinary reasons.

Death in immediate family, not exceeding three days.

Absence on account of illness may be excused by the Librarian on the following basis covering a period of twelve consecutive months:

Employés who have been in the service at least six months and less than three years: First six days, offset for vacation period; thereafter, half-day for a maximum period of four weeks.

Employés who have been in the service three years and not exceeding ten: First six days, vacation offset; thereafter, full pay for a maximum period of four weeks.

Employés who have been in the service more than ten years: Full pay for a maximum period of four weeks.

The library shall be open on all secular days excepting New Year's Day, Lincoln's Birthday, Washington's Birthday, Decoration Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. On the Fourth of July and on Christmas Day all departments of the library shall be closed. On the other holidays herein mentioned such departments of the library as the Board may determine shall be open for the use of the public, and the Librarian shall have authority to employ such special or extra service as may be required. The hours of opening and closing in the several branch libraries shall be determined by the Administration Committee from time to time as circumstances may warrant. They shall be closed in all departments on Thanksgiving Day, Fourth of July, Christmas Day, Christmas eve after 5:30 p. m. and on Sundays. A record of the attendance of each employé shall be kept and no allowance shall be made for absence from duty except as above provided, unless by a vote of a majority of the Board.

Art. XVIII. Any person of good deportment and habits may use the reading and reference rooms. No person who is intoxicated or is unclean in person or dress shall be admitted to or allowed to remain in these rooms. No person shall be allowed to converse, smoke, partake of refreshments, lounge or sleep in such rooms or use them for any purpose for which they are not intended.

Art. XIX. Any resident of Chicago may draw books from the library by registering his or her name and complying with such conditions as the Board may prescribe.

Art. XX. The Board of Directors may, for special reasons, admit to the use of the library persons not actual residents of Chicago. All the privileges of the library given to Directors shall be extended to ex-Directors.

Art. XXI. When a book shall have been detained beyond the prescribed time, such fines shall be charged borrowers as the Board may determine, by schedule, upon recommendation of the Committee on Library.

Art. XXII. Writing or marking in

books is prohibited; all injuries to books beyond reasonable wear and all losses shall be promptly adjusted to the satisfaction of the Librarian.

Art. XXIII. Delinquents will be notified through the mails on the sixth day after their delinquency has occurred; and one week thereafter, if the book be not returned the guarantor shall be notified. If the book be not returned within one month after serving the first notice, the Librarian may proceed to collect, through the Law Department of the city, the value of the book, with accrued fines and other charges to the date of the payment.

Art. XXIV. It shall be the duty of all persons having the privileges of the library to notify the Librarian of the existence of any contagious diseases in their residences or families, and for failure to do so their privileges may be declared forfeited by the Board.

Art. XXV. Any person abusing the privileges of the library, or violating these regulations, shall be temporarily suspended from the use of the library by the Librarian, and the case shall be reported to the Committee on Administration for proper action thereon; and such person may, in the discretion of the Board of Directors, forfeit his or her library privileges.

Art. XXVI. These by-laws may be altered, amended or repealed by a majority of Directors, but no such action shall be taken except at a regular meeting subsequent to the regular meeting at which such action was proposed.

COMMITTEE ON LIBRARY.

In the absence of the members of the Committee, and their being no objections, matters in the hands of the Committee were considered in open Board.

The Librarian presented the following schedule of book lists recommended for purchase:

Main Collection:	678 vols.,	$ 923.00
Branch Collection:	580 vols.,	774.00
Deposit Collection:	1382 vols.,	1100.00
High School Collection:	123 vols., (204 pamphlets)	145.00
Beecher Collection:	43 vols.,	25 00
Ryder Collection:	1 vol.,	40.00
	2807 vols., (204 pamphlets)	$3007.00

Also a supplementary list of periodicals to cost $824.00 and a list of miscellaneous bills, amounting to $51.25, to be paid from the incidental fund.

Director Healy moved that the recommendations of the Librarian be approved by the Board.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tolikuehn and the President—5.

Nays—None.

The Secretary presented the regular monthly schedule of bills as follows:

A. C. McClurg & Co., books	$8,498.42
H. W, Wilson Co., books	157.90
A. L. A. Publishing Board, books	90.00
H. L. Hayward, books	84.00
A. W. Shaw Co., books	73.60
C. V. Ritter, books	72.80
Chivers Book Binding Co., books	35.50
Yale University Press, books	35.00
Moody Manual Co., subscriptions	25.00
State of Missouri, Public Service Commission, books	12.50
G. R. Leonard & Co., books	10.00
William Allen Wood, books	9.50
Press Association, books	7.66
American Jewish Historial Society, books	5.40
P. J. Kennedy & Son, books	5.00
Arthur H. Clark Co., books	4.50
Library Bureau, cards, subscriptions, etc.	80.56
F. W. Faxon Co., subscription	32.00
Pan American Union, subscriptions	29.00
Daily Oklahoman, subscription	9.00
R. R. Bowker Co., subscription	8.00
A. Kroch & Co., subscriptions	6.97
American Anthropological Association, subscriptions	6.00
Special Libraries Association, subscriptions	6.00
Geo. E. Koehler & Son, binding	1,010.83

Brabandt & Valters Book Binding Co., binding	610.85
Northwestern Bindery, binding	526.58
Burgmeier Book Bindery, binding	298.65
Joseph Flucke & Son, binding	158.86
John Seybold, marking on backs of books	140.53
Slade, Hipp & Meloy, gummed muslin	45.00
Tucker Kenworthy Co., printing, etc.	148.25
Dwight Bros. Paper Co., paper	126.45
Bradner Smith & Co., paper and envelopes	178.35
Gaw O'Hara Envelope Co., book pockets	168.19
Swigart Paper Co., paper	89.10
Max Stern's Sons, printing	162.25
James Watson & Co., printing	84.50
F. P. Burke, plates	12.00
Geo. E. Cole & Co., stationery	71.32
Pilcher-Hamilton Co., paper	65.50
Ioas Bros., scratch pads, paper, ink, etc.	54.00
Dennison Mfg. Co., glue and gummed labels	38.40
Nelson Eismann Quist Co., pencils	26.95
Universal Stamp & Stencil Works, rubber stamps, pencil tops, etc.	25.15
P. A. Salisbury-Schulz Co., holders	15.00
Goodyear Rubber Co., rubber bands	15.00
A. B. Dick Co., stencil paper	14.00
D. Corrado, shears	12.00
C. E. Hunt & Co., fasteners	11.55
Columbia Ribbon and Carbon Mfg. Co., carbon paper	10.00
Parker, Thomas & Tucker Paper Co., paste	8.40
Hammond Typewriter Co., shuttle	3.50
H. G. Wilson, Sec'y, cash expenditures, Feb., 1919	468.92
	$13,904.39

Also lists of bills to be paid from special funds as follows:

Beecher Fund:	
D. Appleton & Co., books	$15.00
Clayton F. Summy Co., music books	10.35
	$25.35
Ryder Fund:	
Robert H. Dodd, book	$40.00
Rental Collection:	
A. C. McClurg & Co., books	$11.00
Insurance Fund:	
A. C. McClurg & Co., books	$87.63
Joseph Flucke & Son, binding	66.06
	$153.69

He also presented a bill in favor of J. M. Hanson-Bennett Magazine Agency in the sum of $824.00 for additional periodicals for 1919.

Director Healy moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

In the absence of the chairman, Director Tollkuehn presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Arthur Klein, page, February 25.

Hazel M. Rouse, senior assistant, March 10.

It is further recommended that leaves of absence be granted as follows:

Belle B. Hyman, junior assistant, one month from March 4.

Philomena E. Brennan, senior assistant, six weeks from February 20.

Helen T. Doan, senior assistant, four weeks from February 10.

Charles F. Jackson, elevator operator, one month from March 4.

Respectfully submitted,

FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Mar. 10, 1919.

He also presented the following list of vacancies and appointments for February, 1919, which was received and ordered published:

Frank Bartuska, page, separated February 9.

Kathryn Becker, junior library assistant, appointed temp. February 3, $600 per year.

Dorothy Beglinger, junior library assistant, appointed temp. February 3, $600 per year.

James H. Biddle, senior library assistant, resigned February 10.

Roman Binder, page, separated February 27.

Fred Blumenfeld, page, separated February 2.

Richard B. Bonilla, page, appointed temp. February 3, $480 per year.

Harry Borak, page, appointed temp. February 7, $480 per year.

Elizabeth Bowen, junior library assistant, appointed temp. February 26, $600 per year.

Lawrence J. Chartrant, page, separated February 1.

Mary A. Clark, senior library assistant, resigned February 4.

Robert Claybrooks, page, appointed temp. February 11, $480 per year; separated February 25.

David E. Davidson, page, appointed temp. February 6, $480 per year.

Jack Doskovsky, page, appointed temp. February 4, $480 per year; separated February 10.

Adeline Fatschild, junior library assistant, separated February 17.

Scott Fithian, page, resigned February 2.

Julius Frank, page, appointed temp. February 3, $480 per year.

Vera Franson, junior library assistant, separated February 25.

Walter Frantz, page, appointed temp. February 17, $480 per year.

Bennie Froelich, page, appointed temp. February 7, $480 per year.

Frank Gegan, page, appointed temp. February 17, $480 per year.

Harlan Graham, page, separated February 4.

Prudence Higley, senior library assistant, resigned February 20.

Henry Houle, page, appointed temp. February 26, $0.25 per hour.

Jeffery D. Joyner, janitor, resigned February 21.

Daniel Kieliszewski, page, appointed temp. February 26, $480 per year.

Stanley King, page, separated February 2.

Arthur Klein, page, resigned February 25.

Gus Landry, janitor, appointed temp. February 26, $1,020 per year.

Nathan R. Levin, chief of division, appointed temp. February 13, $1,740 per year.

Jack M. Lewis, page, appointed temp. February 17, $480 per year.

Cecelia McDonnell, junior library assistant, separated February 11.

Allen McPhail, page, appointed temp. February 17, $480 per year.

Albert Mann, page, separated February 2; appointed temp. February 14, $480 per year.

Emma Namyslo, junior library assistant, separated February 18.

Helen Nelson, junior library assistant, appointed temp. February 3, $480 per year.

John M. Norland, page, separated February 4.

Arthur O'Neill, page, appointed temp. February 3, $480 per year.

Austin Pardue, page, appointed temp. February 11, $480 per year.

Winston W. Parks, page, separated February 9.

Ella Peter, junior library assistant, separated February 1.

Mary J. Rabeette, junior library assistant, appointed temp. February 3, $600 per year; separated February 16.

Marguerite Re, junior library assistant, appointed temp. February 11, $480 per year.

Charles L. Rich, page, appointed temp. February 28, $480 per year.

Mary E. Ryan, senior library assistant, separated by death February 7.

Jacob Sacks, page, discharged February 17.

Emmet Scales, page, resigned February 17.

Dominic Scimo, page, separated February 9.

Harry Shapiro, page, appointed temp. February 8, $480 per year; separated February 11.

John Smith, page, appointed temp February 4, $480 per year; separated February 14.

Lillian Sylvester, junior library assistant, separated February 17.

Adelia Thompson, junior library assistant, appointed temp. February 5, $600 per year,

Armand Vacca, page, appointed temp. February 13, $480 per year.

Maurice Warren, page, appointed temp. February 11, $480 per year; separated February 25.

Morris Woodward, page, separated February 10.

Sue Wuchter, senior library assistant, resigned February 2.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, West 26th Street Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Commonwealth Edison Co., electric current	213.78
Peoples Gas Light & Coke Co., gas	13.85
Consumers Co., coal	61.50
Chicago Telephone Co., telephone service	123.31
Citizens Service Bureau, sidewalk cleaning service, removing cinders, street sprinkling	72.02
Toll Bros, laundering towels	60.12
Haegele Ice Co., ice	21.70
Individual Towel & Cabinet Service Co., clean towel supply	21.00
Chicago Linen Supply Co., clean towel supply	17.41
Remien & Kuhnert Co., shellac and linseed oil	15.50
Marshall Field & Co., flag and thermometers	15.00
Bullard & Gormley Co., hardware	10.30
Ideal Roller Co., rollers	7.50
Pottinger-Flynn Coal Co., coal	1,398.67
O. C. Keckley Co, scoops	5.50
Inland Electric Co., electrical supplies	35.18
Gallaher & Speck, machinists labor and material	16.18
John A. Roebling's Sons Co., rope	9.00
Derby Steam Laundry Co., cheese cloth	55.00
Armour Soap Works, soap powder	44.42
Shavings & Sawdust Co., sawdust	14.40
A. P. W. Paper Co., toilet supplies	13.90
The Fair, burnshine	3.00
Mead & Wheeler Co., furniture and cards	165.84
Newton & Hoit Co., furniture	39.75
Gaylord Bros., oak charging trays	8.58
Garden City Sand Co., cement	5.00
Standard Oil Co., gasoline	154.78
Valvoline Oil Co, oil	21.60
Chicago Auto Equipment Co., automobile accessories	12.01
H. Channon Co., chain	5.85
Wayman & Murphy Co., auto accessories	5.65
Republic Truck Co., auto parts	5.10
Samuel Harris & Co., machinists' supplies	3.12
Maypole Garage, auto storage	15.00
Milwaukee Ave. Garage, auto storage	9.00
C. A. Taylor Trunk Works, trunk keys	10.80
H. G. Wilson, Sec'y, cash expended during Feb., 1919	30.16
	$3,910.48

He also presented the following list of bills for maintenance of the Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Yeas—Directors Healy, Schick, Gessler, Tollkuehn and the President—5.

Nays—None.

Pottinger-Flynn Coal Co., coal	$107.58
Consumers Co., coal	24.90
Commonwealth Edison Co., electric current	33.32
Cudahy Packing Co., soap powder	14.00
Inland Electric Co., electrical supplies	1.92
Chicago Telephone Co., telephone service	3.75
	$185.47

Director Schick presented the following list of bids, opened during the afternoon, for the construction of the new regional branch on Crawford avenue at Monroe and Wilcox streets.

Masonry:	Amount of Bid.
C. A. Moses Construction Co	$66,320.00
J. W. Snyder Co	70,759.00
G. Kehl & Son Co.	72,974.44
Midland Engineering and Construction Co.	75,838.00

		Amount of Bid.
Masonry and Carpentry:		
S. N. Nielsen		76,537.00
Dahl-Stedman Co.		79,141.00
Masonry, Carpentry and Cabinet Work:		
E. P. Strandberg Co.		92,648.00
Masonry, Carpentry, Cabinet Work and Cut Stone:		
F. A. Siebold & Son		101,980.00
Cut Stone:		
Olson & Nelson Cut Stone Co		20,876.00
E. Heldmaier		23,300.00
Terra Cotta:		
Midland Terra Cotta Co.		18,270.00
The Northwestern Terra Cotta Co		18,665.00
American Terra Cotta & Ceramic Co		24,665.00
Marble:		
Vermont Marble Co.		5,175.00
Andres Stone & Marble Co		6,154.00
Alabama Marble Co.		6,250.00
Chester N. Marthens Marble Co.		6,325.00
Tile Floors:	Ceramic Mosaic, ¾ inch square.	
Edward Pickens Co	$2,440.00	6,200.00
Interior Tiling Co	2,050.00	6,374.00
Chas. F. Lorenzen & Co.	2,070.00	6,408.00
Sanitary Flooring:		
Franklyn R. Muller & Co.		280.00
Velvetile Floor Co.		337.00
Plastering:		
The Stern-Smith Co.		14,480.00
McNulty Bros. Co.		14,950.00
Cabinet:		
F. O. Baumann Mfg. Co.		14,576.00
West Woodworking Co		15,037.23
Schick-Johnson Co.		16,422.00
Sheet Metal:		
Louis A. Ruda		780.00
Chicago Fire Window & Cornice Co		819.00
Perkinson & Brown		1,167.00
John Dilley		1,180.00
Harry C. Knisely Co.		1,257.00
Roofing:		
E. N. Biegler		600.00
Chicago Roofing & Supply Co		630.00
H. R. Shaffer & Co.		650.00
The Standard Roofing Co.		660.00
Louis A. Ruda Co.		855.00
Painting:		
J. Bernard Mullen		480.00
J. Bobbe & Co		525.00
J. P. Sullivan		593.00
Plamondon & Teize Co.		787.00
J. G. McCarthy Co		798.00
Glazing:		
Tyler & Hippach		1,585.00
Sharp Partridge & Co.		1,740.00
Miscellaneous and Ornamental Iron:		
Garden City Iron Works		7,887.00
Guaranty Iron & Steel Co.		10,500.00
Frandsen Construction Co.		10,790.00
Butler Street Foundry & Iron Co		12,100.00
Heating, Ventilating and Thermostatic Control:		
L. H. Prentice Co.		22,850.00
E. J. McDonough Co.		22,995.00
J. J. Herlihy		23,133.00
A. Kilander & Co.		23,330.00
Wm. A. Pope		24,354.00
Gallaher & Speck		24,486.00
Thomas Conlin Plumbing & Heating Co		25,192.00
Arthur F. Walsh		25,283.65
Heating, Thermostatic Control and Ventilation, incomplete:		
American Heating & Plumbing Corporation		18,766.00
Heating and Thermostatic Control:		
C. W. Johnson		19,466.00

	Amount of Bid.
Ventilation:	
Narowetz Heating & Ventilating Co.	5,859.60
Plumbing and Vacuum Cleaning System:	
Jones & Jacoby	5,781.65
M. Weil	6,057.00
B. J. Farwell	6,395.00
O'Callaghan Bros.	6,415.00
H. G. Wolff Co.	6,755.84
Thomas Conlan Plumbing & Heating Co	6,758.00
American Heating & Plumbing Corporation	6,759.00
B. E. Lynam	6,961.89
Murphy Plumbing Co.	6,971.00
Wiring:	
Wadeford Electric Co.	3,587.00
E D. Fuchs Electric Co.	4,100.00
Henry Newgard & Co.	4,334.00
White City Electric Co.	4,500.00
Dearborn Electrical Construction Co.	4,600.00
United Electrical Construction Co.	5,485.00
Elevator:	
Reliance Elevator Co.	3,223.92
Otis Elevator Co.	3,241.00
Illinois Elevator Co	3,300.00
The Pitt Engineering Co.	4,515.00
General Bids:	
Dahl-Stedman Co.	185,294.00
J. W. Snyder Co.	198,374.00
Thompson-Starrett Co.	210,100.00
E. P. Strandberg Co.	216,000.00

The proposals were left in the hands of the Committee on Buildings and Grounds for further consideration.

REPORTS.

The Librarion presented his statistical report for the month of February, 1919, which was received and ordered published.

Director Jonas entered the room and took his seat.

NEW BUSINESS.

Director Healy moved that the Secretary be authorized to have 500 copies of the newly adopted by-laws printed in pamphlet form.

Carried.

On motion of Director Jonas, the Board adjourned.

A. R. Wilson
Secretary.

REPORT OF LIBRARIAN FOR FEBRUARY, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of February was 618,715; for the corresponding month of the previous year 573,276. The circulation was from the following sources:

Central Library	68,249
Branches	387,016
Stations	38,887
Traveling Libraries	93,531
Deposits and Miscellaneous	31,032
	618,715

The following is a summary of the books obtained at the Central Library:

Main Collection	28,630
Open Shelf	29,346
Hughes Room	4,389
Music Room	2,560
Information Desk (Teachers and special cards)	1,811
Miscellaneous	590
Books for the Blind	693
Documents	230
	68,249

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,895	161	3,056
Austin	13,349	306	13,655
Austin High	5,306	....	5,306
Bessemer Park	6,304	263	6,567
Blackstone	10,941	424	11,365
Burr School	6,111	184	6,295
Cornell Square	5,058	99	5,157
Davis Square	2,594	56	2,650
Douglas Park	18,811	1,755	20,566
Dvorak Park	5,858	56	5,914
Eckhart Park	5,997	345	6,342
Englewood High	3,198	....	3,198
Forestville School	4,006	168	4,174
Fuller Park	5,895	161	6,056
Hamilton Park	8,681	259	8,940
Hamlin Park	6,043	110	6,153
Hardin Square	5,418	188	5,606
Harrison High	7,025	....	7,025
Hebrew Institute	9,105	891	9,996
Holstein Park	6,840	118	6,958
Humboldt	17,758	1,877	19,635
Independence Park	5,688	135	5,823
Kelly	18,884	307	19,191
Kosciuszko	4,555	65	4,620
Lake View High	3,305	....	3,305
Lewis Institute	15,006	562	15,568
Lincoln Center	9,120	305	9,425

Logan Square	11,983	299	12,282
McKinley Park	4,123	28	4,151
Mark White Square	5,683	73	5,756
Marshall High	3,521	335	3,856
Morse School	5,970	248	6,218
Ogden Park	10,945	178	11,123
Palmer Park	4,960	119	5,079
Pulaski Park	4,657	106	4,763
Rogers Park	10,501	200	10,701
Scanlan School	5,294	77	5,371
Senn High	3,883	....	3,883
Seward Park	7,559	326	7,885
Shedd's Park	6,366	192	6,558
Sheridan Park	16 953	404	17,357
Sherman Park	8,089	210	8,299
Stanford Park	4,274	163	4,437
Stanton Park	5,255	112	5,367
Sumner School	4,853	93	4,946
Walker	3,665	61	3,726
West North Ave	11,975	593	12,568
West 26th Street	11,643	116	11,759
Woodlawn	21,113	898	22,011
Total	387,016	13,626	400,642

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	2,799	102	2 901	Dunning	1,948	..	1,948
Argyle	140	..	140	East Austin	935	35	970
Armitage	1,392	88	1,480	East Rogers Park	1,294	110	1,404
Assoc. House	2,705	1,097	3,802	East Sixty-first St.	701	244	945
Avondale	1,849	60	1,909	E. Thirty-first St.	962	639	1,601
Birchwood	2,503	..	2,503	Edison Park	1,451	..	1,451
Butler House	4,193	..	4,193	Fernwood	1,002	..	1,002
Cheltenham	1,518	27	1,545	Gage Park	1,474	..	1,474
Chicago Ave.	869	169	1,038	Garfield	1,029	211	1,240
Chicago Lawn	2,431	..	2,431	Grand Ave.	1,597	1,029	2,626
Cicero Ave	1,067	24	1,091	Grand Crossing	1,505	14	1,519
Dauphin Park	1,507	103	1,610	Greenview	605	23	628
Diversey Ave.	1,813	35	1,848	Gresham	4,436	24	4,460

Hegewisch	1,304	..	1,304
Hermosa	2,157	..	2,157
Homan	2,174	232	2,406
Irving Park	585	28	613
Jefferson Park	1,993	..	1,993
Larrabee St	1,516	602	2,118
Lawndale	2,114	...	2,114
Longwood	1,000	..	1,000
Madison Street	1,219	629	1,848
Mayfair	1,087	..	1,087
Milwaukee Ave.	1,366	395	1,761
Montrose	1,790	..	1,790
North Clark St	830	391	1,221
Norwood Park	625	..	625
Park Manor	3,379	144	3,523
Ravenswood	2,063	164	2,227
S. Ashland Ave	1,583	947	2,530
South Shore	532	35	567
S. Western Ave.	744	248	992
Southport Avenue	403	128	531
Trumbull Park	1,392	..	1,392
Wakeford	2,438	96	2,534
Washington Heights	662	..	662
West Brighton	86	..	86
West Englewood	1,475	..	1,475
West Harrison St.	1,423	812	2,235
West Pullman	2,158	..	2,158
West Ravenswood	2,257	132	2,389
W. Sixteenth St.	3,760	247	4,007
West Twelfth St.	2,463	2,491	4,954
Wieboldt	2,507	.....	2,507
Windsor Park	721	..	721
Total	93,531	11,755	105,286

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	387,016	13,626	400,642
Traveling Libraries	93,531	11,755	105,286
Business House Deposits	28,823	1,113	29,936
Miscellaneous References	2,209	.....	2,209
Total	511,579	26,494	538,073

Of the 38,887 books supplied through the Stations Department, 13,626 were sent to 44 branches and 25,261 to 65 stations. The books supplied for the same month of the preceding year numbered 40,550 volumes.

The circulation department was open on 22 week days. The daily average week day circulation was 28,123.

REFERENCE ROOM.

Number of books issued from stacks 29,219
Number of recorded visitors 11,818

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 2,209; reference questions, 884.

ARTS AND CRAFTS ROOM.

Books consulted, 4,069. Visitors, 1,045.

HUGHES ROOM.

Volumes circulated, 4,389; pictures circulated, 3,250; recorded visitors, 3,501. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,230; bound newspapers, 534. Visitors, 1,287.

CIVICS ROOM.

Magazines issued, 1,910; directories consulted, 2,299; bound documents used, 1,212; books, 678; pamphlets, 7,800; visitors, 5,908.

STUDY ROOM.

Volumes consulted, 1,318. Visitors, 2,959.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,166. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 92,172.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 7,824; issued in February of the previous year, 7,011.

Number of juvenile cards issued, 2,657; research cards, 4; vacation cards, ..; teachers' cards, 129. The number of three-year cards outstanding is 212,232.

BINDERY DEPARTMENT.

Number of books at binderies February 1, 1919	14,494
Number of books sent to binderies in February, 1919	5,250
Total number of books at binderies in February, 1919	19,744
Number of books received from binderies in February, 1919	4,641
Number of books at binderies March 1, 1919	15,103
Number of books repaired in Library in February, 1919	8,079

GROWTH OF THE LIBRARY.

The total number of volumes in the Library March 1, 1919, was 960,087. Received since June 1, 1918, 107,698; since February 1, 1919, 11,094. Books worn out and discarded since June 1, 1918, 29,289; since February 1, 1919, 2,339. Books lost and paid for since June 1, 1918, 2,394; since February 1, 1919, 354. Books found and money refunded since June 1, 1918, 186; since February 1, 1919, 14.

CARL B. RODEN,
Librarian.

CHICAGO, March 10, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MARCH 24, 1919.

OFFICIAL RECORD.

There were present when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Gessler, Beroth and Tollkuehn.

Absent—Directors Jonas and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held March 10, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

A communication under date of March 17 and a second under date of March 20, 1919, from the President and Secretary of the Board of Education of Chicago in reference to the possibility of building additional stories on the Library building for the use of the Board of Education for office purposes.

Referred to the Committee on Buildings and Grounds.

From the night janitors of the Library requesting an increase in salary.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

In the absence of the Chairman, Director Beroth presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by

the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	651 vols., (7 pamphlets)	$ 767.00
Deposit Collection:	877 vols.,	753.00
Branch Collection:	3046 vols.,	2910.00
High School Collection:	437 vols.,	447.00
Rental Collection:	10 vols.,	10.00
Ryder Collection:	3 vols.,	54.00
	5024 vols., (7 pamphlets)	$4941.00

Your Committee further recommends:

That the Librarian be authorized to arrange for printing 1,000 additional copies of the catalog of "Books added, 1911-1915, Non-Fiction," from plates already prepared, the previous edition having been exhausted.

That the Librarian be authorized to arrange for linotype composition in Modern Greek of 175 titles of new books in that language at a cost not to exceed $35.00.

Also, that the installation of the following deposits, traveling libraries and delivery stations be authorized:

Russian People's University, 1417 N. Hoyne avenue (Special Deposit).

Lincoln Memorial Congregational Church (Colored), 65th street and Champlain avenue (Special Deposit).

Presbyterian Hospital, 1753 W. Congress street (Special Deposit).

Lake View Congregational Church, Lill and Seminary avenues (Traveling Library).

Our Lady of Sorrows Church, 332 S. Albany avenue (Special Deposit).

Northern Trust Company, La Salle and Monroe streets (Employés Library).

Continental and Commercial Bank, 218 S. La Salle street (Employés Library).

Mrs. Minnie M. Danielson, 1037 W. 69th street (Traveling Library and Delivery Station).

Joseph Bezark, 935 W. Garfield boulevard (Delivery Station).

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Mar. 24, 1919.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler. Beroth, Tollkuehn and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Page—Isadore A. Drues, March 10.

Senior assistant—Helen Browne, March 25.

Principal assistant — Anna Riordan, March 10.

Numerous requests for leaves of absence have been received. After considering each of these requests on its merits we recommend that the following be granted:

Bessie Goldberg, chief of catalog division, one year for work in France.

Goldye Salganick, senior assistant, three months additional on account of illness.

Florence M. Davison, junior assistant, three months on account of illness.

Helen F. Griffin, three months.

We further recommend the following changes in salary:

For janitor at Humboldt Park Branch, from $45 to $50 per month.

For stenographic assistant in Branch Department, Grade I, temporary, from $50 to $65 per month.

Also, that the following salaries be allowed for time lost because of illness incurred while on duty:

May M. Cornwall, from February 20 to March 10.

Mona M. Larange, from February 10 to March 18, incl.

Clara Kummerow, from March 11 to 19, incl.

Jennie Clifton, from February 4 to March 8, incl.

Also, that a requisition be authorized for one multigraph operator for temporary work in the catalog department at $900 per year.

Finally, your Committee desires to express its deep sorrow at the untimely death of Miss Ruth Goldstone, one of the most efficient and promising of our younger employés. We desire to make official record of our sincere regret and sympathy and request that the Secretary be directed to communicate these expressions of the Board to her family.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
FRANK F. TOLLKUEHN,
Committee on Administration.

CHICAGO, Mar. 24, 1919.

Director Jonas entered the room and took his seat.

Director Shutter, Chairman, stated that securities in which the trust funds of the Board are invested would mature as follows:

$7,000.00 West Park 4% bonds April 1, 1919.
$4,000.00 South Park 4% bonds May 1, 1919.
$3,000.00 South Park 4% bonds June 1, 1919.

Director Shutter, on behalf of the Committee, moved that the Secretary be authorized to invest the funds as the bonds mature in U. S. Government Liberty Loan Bonds.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Acting under the instructions of the Board, your Committee on Buildings and Grounds carefully considered the proposals for the erection of the new branch library building on Crawford avenue and Monroe street.

Your Committee found that the total aggregate lowest bids for the complete work, as submitted by bidders on the separate specifications for the building and mechanical trades, were slightly in excess of the lowest bid submitted by a general contractor for the entire work.

Your Committee, therefore, awarded the contract for the entire work to such lowest bidder, the Dahl-Stedman Company, on their proposal of $184,800.00, including the cost of a Surety Company contract bond. To this amount your Committee has authorized the addition of $1,000.00 for temporary heating, which was not included in the original speci-

fications, with the understanding that if the expense of temporary heating does not amount to that figure a deduction of the excess of the $1,000.00 over the cost shall be made from the amount of the contract.

Your Committee recommends that the action of the Committee be approved, and the President and Secretary of the Board be authorized to execute the contract with the Dahl-Stedman Company for the erection of the branch library building, in accordance with the plans and specifications prepared and bid upon, for the sum of $185,800.00 upon the contractor furnishing a surety company bond in the sum of $185,800.00, which shall first meet with the approval of the President.

C. E. SCHICK,
JAMES J. HEALY,
SAMUEL GESSLER,
Committee on Buildings and Grounds.

CHICAGO, Mar. 24, 1919.

Director Schick, Chairman, moved that the matter of purchasing new furniture and fixtures for the Butler House Branch and other necessary furniture for the main library building and branches be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

Director Schick reported, informally, on the request of the Chicago Woman's Club to install a bronze tablet in the Randolph street corridor of the Library building commemorative of the patriotic work done in the Library building during the war, and presented a design submitted by Miss Grace Dixon, Chairman of the Committee.

Director Tollkuehn moved that permission be granted to erect the bronze tablet in accordance with the design submitted.

Carried.

REPORTS.

The Secretary presented the report of the United States Audit Company on their audit of the books and accounts of the Public Library for the three months ended February 28, 1919, which was received and ordered published.

The following is the report:

March 22nd, 1919.

To the President and Board of Directors,
The Chicago Public Library,
Chicago.

Gentlemen:—In accordance with instructions, we have audited the books and accounts of the Chicago Public Library for the three months ended February 28, 1919.

We compared the vouchers with the entries in the Cash Book and Voucher Record, and verified the Receipts from Fines, Books Lost, Deposits, etc., by a comparison with the Branch Library Daily Receipt books and stubs of the Deposit Receipt books.

We proved the footings of all books of original entry and traced the postings therefrom to the General Ledger.

We verified the Cash Account by counting the cash in the office and by checking the bank accounts.

We inspected and checked the securities representing the various investments.

We submit herewith various statements, as indexed, containing full details of the transactions for the period under review; and

We hereby certify that same are correct and in accordance with the books.

Yours very truly,

UNITED STATES AUDIT CO.
WHITNEY B. FLERSHEM,
Certified Public Accountant.

Funding Balance Sheet, February 28, 1919.

Fund Assets.

Public Library Fund:			
Taxes Collectible 1917	$ 32,765.96		
Taxes Collectible 1918	866,211.03		
	898,976.99		
Less Sale of 1918 Tax Warrants	75,000.00	823,976.99	
Balance in hands of City Treasurer		20,835.25	
			$844,812.24
Current and Trust Funds:			
Bonds		277,827.96	
Certificate of Deposit		172.04	
Cash		5,892.86	
Petty Cash		499.08	
Accrued Interest		17.00	
			284,408.94
Total Assets			$1,129,221.18

Fund Liabilities.

Public Library Fund	$ 844,812.24	
Petty Cash	500.00	
Current and Trust Funds:		
Kelly Fund	200,000.00	
Kelly Fund Increment	65,000.00	
Kelly Branch	2,115.73	
Ryder Fund	10,000.00	
Ryder Fund Income	202.10	
Beecher Fund Income	45.04	
Jackson Fund Income	161.50	
Security Deposits	1,396.75	
Special Deposits	100.00	
Rental Collection	1,713.64	
Insurance Fund	174.18	
Beecher Fund	2,000.00	
Jackson Fund	1,000.00	
	283,908.94	
Total Liabilities		$1,129,221.18

Cash Receipts and Disbursements for the Three Months Ended February 28, 1919.

Receipts.

Taxes 1916 and Prior	$ 2,565.69
Taxes 1917	92,533.84
Sale of 1918 Tax Warrants	75,000.00
Interest on Balance with City Treasurer	206.90
Quarterly Receipts	1,444.80
Total Cash Receipts	$171,751.23
Add: Balance November 30, 1918	28,125.27
	$199,876.50

Disbursements.

Salaries: Main Library	$ 67,461.13		
Branches	41,877.74		
Delivery Stations	3,497.42		
		112,836.29	
Delivery Stations: Miscellaneous		1,083.92	
Branches: Miscellaneous		4,671.74	
Books		34,598.27	
Binding		9,217.48	
Finding Lists		958.31	
Printing and Stationery		3,022.14	
Periodicals		1,382.33	
Miscellaneous Expense		867.39	
Fuel		6,068.99	
Heating and Generating Plant		479.93	
Electric Supplies and Repairs		258.39	
Elevator Supplies and Repairs		230.38	
Janitor's Expense		326.31	
Furniture and Fixtures		663.88	
Insurance		159.60	
Freight and Expressage		47.97	
Postage		762.40	
Books Lost and Paid for—Refunds		63.39	
Repairs, Alterations and Improvements		1,342.14	
Total Disbursements			179,041.25
Balance on hand February 28, 1919			$ 20,835.25

Current and Trust Funds.

Cash Receipts and Disbursements for the Three Months Ended February 28, 1919.

	Total	February. 1919	January. 1919	December. 1918
Receipts.				
Certificate of Deposit	$ 588.24	$ 588.24	$	$ .....
Kelly Branch	3,551.77	19.94	2,851.83	680.00
Ryder Fund Income	121.03	10.00	61.03	50.00
Jackson Fund Income	2.20	.....	2.20	.....
Rental Collections	548.38	171.45	200.50	176.43
Secretary's Petty Cash	1,351.42	497.27	416.43	437.72
Miscellaneous	495.58	142.04	279.73	73.81
Finding Lists	102.46	34.23	33.75	34.48
Books Lost and Paid for	846.76	327.47	308.10	211.19
Deposits	931.40	276.25	356.50	298.65
Fines	7,969.01	2,391.22	3,078.02	2,499.77
Bonds	1,000.00	.....	1,000.00	.....
Beecher Fund Income	40.00	.....	.....	40.00
Total Receipts	$17,548.25	$4,458.11	$8,588.09	$4,502.05
Add: Cash Balance Nov. 30, 1918	3,623.58	7,478.23	3,740.32	3,623.58
	$21,171.83	$11,936.34	$12,328.41	$8,125.63
Disbursements.				
Treasurer	$ 1,444.80	$ 503.74	$ 621.58	$ 319.48
Pension Fund	7,969.01	2,391.22	3,078.02	2,499.77
Kelly Branch	1,440.11	759 52	....	680.59
Ryder Fund Income	43.85	....	14.80	29.05
Books	124.69	99.79	8.55	16.35
Branches	50.21	....	17.20	33.01
Books Lost and Paid for—Refunds	63.39	14.15	33.39	15.85
Deposits	886.25	255.75	332.50	298.00
Delivery Stations—Miscellaneous	83.58	7.98	55.40	20.20
Freight and Expressage	47.97	20.24	12.98	14.75
Heating and Generating Plant	6.41	1.70	3 01	1.70
Miscellaneous Expense	108.45	20.48	23.50	64.47
Periodicals	70.15	38.50	16.25	15.40
Postage	762 40	250.36	280.94	231.10
Printing and Stationery	52.53	45.88	3.05	3.60
Rental Collections	351.11	28.93	180.19	141.99
Insurance Fund	125.82	.....	125.82	....
Furniture and Fixtures	43.00	.....	43.00	.....
Certificate of Deposit	172.04	172.04	.. ..	.....
Bonds	1,416.20	1,416.20	.....	.....
Accrued Interest	17.00	17.00	.....	.....
Total Disbursements	$15,278.97	$6,043.48	$4,850.18	$4,385.31
Cash Balance Feb. 28, 1919	$ 5,892.86	$5,892.86	$7,478.23	$3,740.32

Current and Trust Funds—Summary of Balances.
For the Three Months Ended February 28, 1919.

	December. 1918	January. 1919	February. 1919
Kelly Fund	$ 200,000.00	$200,000.00	$200,000.00
Kelly Fund Increment	65,000.00	65,000.00	65,000.00
Kelly Branch	3.48	2,855.31	2,115.73
Ryder Fund	10,000.00	10,000.00	10,000.00
Ryder Fund Income	145.87	192.10	202.10
Beecher Fund	2,000.00	2,000.00	2,000.00
Beecher Fund Income	45.04	45.04	45.04
Jackson Fund	1,000.00	1,000.00	1,000.00
Jackson Fund Income	159.30	161.50	161.50
Security Deposits	1,352.25	1,376.25	1,396.75
Special Deposits	100.00	100.00	100.00
Rental Collections	1,550.81	1,571.12	1,713.64
Incidental Fund (Petty Cash)	500.00	500.00	500.00
Insurance Fund	300.00	174.18	174.18
	$282,156.75	$284,975.50	$284,408.94
Less: Amount due from City Comptroller for Secretary's Petty Cash Fund	416.43	497.27	499.08
Due Account Accrued Interest	.....	.....	17.00
	$281,740.32	$284,478.23	$283,892.86
Made up as follows:			
Bonds—Book Value	$277,411.76	$276,411.76	$277,827.96
Certificates of Deposit	588.24	588.24	172.04
Cash	3,740.32	7,478.23	5,892.86
	$281,740.32	$284,478.23	$283,892.86

Reconciliation of Trust Funds,
February 28, 1919.

Trust Funds:		
Hiram Kelly Bequest	$200,000.00	
William Ryder Bequest	10,000.00	
Jerome Beecher Bequest	2,000.00	
H. W. Jackson Bequest	1,000.00	
Hiram Kelly Increment	65,000.00	
		$278,000.00
Investments:		
Municipal, Liberty Loan, and Sundry Bonds (par value $278,500.00)	$277,827.96	
Certificate of Deposit No. 11376	172.04	
		$278,000.00

Reconciliation of Cash Account
February 28, 1919.

First National Bank:		
Balance per Bank Statement		$ 5,975.65
Deduct: Outstanding Checks (Schedule "I")		52.68
Balance per Books		5,922.97
Union Trust Company:		
Balance per Bank Statement	2,426.27	
Deduct: Outstanding Checks (Schedule "I")	327.54	
Balance per Books		2,098.73
Illinois Trust and Savings Bank:		
Balance per Savings Account		408.64
Total Bank Balances		8,430.34
Add: Deposits March 1 to 20, 1919, inclusive:		
First National Bank	1,598.23	
Union Trust Company	145.00	
Illinois Trust and Savings Bank	21.25	1,764.48
		10,194.82
Deduct: Withdrawals March 1 to 20, 1919, inclusive:		
First National Bank	3,141.90	
Union Trust Company	515.84	
Illinois Trust & Savings Bank	65.35	3,723.09
Balance in Banks per books March 20, 1919		6,471.73
Add: Cash per Count March 20, 1919	758.85	
Disbursements March 1 to 20, 1919	1,298.70	2,057.55
		8,529.28
Deduct: Receipts March 1 to 20, 1919		2,636 42
Balance per Books February 28, 1919		$5,892.86

Outstanding Checks, February 28, 1919.

First National Bank:

No. 6656	$ 2.70
6737	3.00
6886	2.00
6909	5.00
6910	5.60
6911	5.00
6912	4.50
6913	4.00
6914	4 00
6915	3.65
6916	3.00
6917	3 00
6918	2.75
6920	2.08
6922	2 00
6925	1.00
	$52 68

Union Trust Company:

2787	$ 58.07
2788	65.33
2789	18.38
2790	27.87
2791	16.45
2792	36.29
2793	36.29
2794	36.29
2795	20.96
2796	11.61
	$327.54

On motion of Director Tollkuehn, the Board adjourned.

H. B. Wilson

Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, APRIL 14, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Jonas, Gessler and Beroth.

Absent — Directors Tollkuehn and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held March 24, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Mrs. R. A. Miller, making application for use of one of the rooms in the Hiram Kelly Branch on Sunday afternoon, May 11, at three o'clock, and June 8 and September 14, 1919, for meetings of the Parker Practice School Parent-Teachers Association of the Deaf Oral Department.

Director Shutter stated that as the branches will all be closed on Sundays after June 1, 1919, he would move that the request for use of the room on Sunday afternoon, May 11, be granted.

Carried.

From Mrs. W. T. Hicks, Director Community House, No. 1400 W. 103d street, in reference to the establishment of a branch library in the club house which they are planning to build.

Referred to the Committee on Library.

From Mrs. I. L. Stern, Vice-Chairman Woman's Organization of the Chicago Liberty Loan Committee, requesting permission to install a booth in the Library building for the purpose of soliciting subscriptions to the Victory Liberty Loan from the public.

Referred to the Committee on Buildings and Grounds.

From John W. McLain, President Edison Park Civic League, relative to a new

location for the Library Branch now in that part of the city.

Referred to the Committee on Buildings and Grounds.

From sundry employés of the library in reference to their salaries.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1264 vols., 538 pamphlets, 101 maps,	$1371.00
Deposit Collection:	1117 vols.,	940.00
Branch Collection:	2767 vols.,	2850.00
High School Collection:	363 vols.,	390.00
Thomas Hughes Collection:	4 vols.,	3.00
Ryder Collection:	2 vols.,	30.00
Beecher Collection:	2 vols.,	2.00
Rental Collection:	42 vols.,	48.00
	5561 vols., 538 pamphlets, 101 maps.	$5634.00

Subscriptions to Chicago newspapers January 1 to July 1, 1919: $54.70.

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $63.16, be paid from the incidental fund.

Your Committee further recommends that the offer of Wieboldt's Department Store, at Lincoln and Ashland avenues, of quarters for a branch library on the second floor of said store be accepted and that a branch installation be ordered on an experimental basis.

Also that authority be given for mounting on linen a certain number of French war posters at a cost not to exceed twenty-five dollars.

Respectfully submitted,

EDGAR A. JONAS,
R. G. SHUTTER,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Apr. 14, 1919.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth and the President—7.

Nays—None.

A. C. McClurg & Co., books	$13,104.01
A. L, A. Publishing Board, books	95.75
H. L. Hayward, books	84.00
C. V. Ritter, books	70.97
First Russian Publishing Corp., books	64.61
A. Kroch & Co., books	61.08
Russell Eastburn, books	60.00
Charles Scribner's Sons, books	57.50
Central Book Co., books	51.00
Illinois Society of the Colonial Dames of America, books	33.50
Bohemian Club, books	15.00
George D. Sproul, books	15.00
Houghton Mifflin Co., books	14.00
H. W. Wilson Co., books	13.95
Oxford University Press, books	12.16
Harvard University Press, books	12.15
Mississippi Historical Society, books	12.00
A. W. Shaw Co., books	12.00
The Ronald Press Co., books	11.18
C. Grentzebach, books	7.75
R. L. Polk & Co., books	7.00
Arthur H. Clark Co., books	4.50
Mentor Assn., subscriptions	182.00

Business and Investment Digest Weekly, subscription	168.00
R. S. Henshaw, subscriptions to newspapers	54.70
United States Bulletin, subscription	10.00
Brabandt & Valters Book Binding Co., binding	1,591.94
Geo. E. Koehler & Son, binding	1,176.10
Northwestern Bindery, binding	956.40
Joseph Flucke & Son, binding	282.01
Burgmeier Book Bindery, binding	241.85
John Seybold, binding	199.09
Slade, Hipp & Meloy, gummed muslin	24.00
Gaylord Bros., binders	19.15
Gane Bros. & Co., binders supplies	16.50
Kirk's Ink Co., paste	11.25
Tucker-Kenworthy Co., printing finding lists and bulletins	736 55
J. W. Butler Paper Co., paper	160.66
Dwight Bros. Paper Co., paper	109.01
J. Manz Engraving Co., half-tone	3.60
Swigart Paper Co., paper	85.50
Pilcher-Hamilton Co., paper	22.75
Bradner Smith & Co., paper	8.93
Gaw O'Hara Envelope Co., envelopes	63.54
Max Stern's Sons, printing	145.50
James Watson & Co., printing	124.75
Cameron, Amberg & Co., delinquent books	41.00
Mead & Wheeler Co., book pockets, cards, etc	189.24
Geo. E. Cole & Co., stationery	39.08
P. A. Salisbury-Schulz Co., rubber stamps, etc	33.35
Albert Hancock & Co., paper	21.50
Universal Stamp & Stencil Works, ink pads, rubber type, etc	20.40
Remien & Kuhnert Co., white shellac	6.70
Rockwell Barnes Co., paper	4.50
Tablet & Ticket Co., gummed letters	3.20
D. Carrado, erasers	5.50
H. G. Wilson, Sec'y, cash expenditures, Mar., 1919	412.89
Hammond Typewriter Co., repair parts	17.15
L. Gould & Co., twine	86.64
	$21,093.53

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Ryder Fund Income Account:

G. Broes Van Dort Co., books	$54.50
A. Kroch & Co., books	30.60
	$85.10

Rental Collection:

A. C. McClurg & Co., books	$14.32

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Principal assistant: William C. Firebaugh, April 25.

Page: Emory R. Cable, March 25.

Your Committee also recommends that leaves of absence be granted as follows:

Pierre W. Lyon, page, from April 21st to July 1st.

Josephine Polk, library typist, two months from February 26.

Robert Mandel, page, extension of leave from April 1 to June 9.

Philomena Brennan, senior assistant, extension of leave for three months from April 3.

It is further recommended:

That the request of Dorothy T. Mott, senior assistant, for one year's leave of absence be denied.

That the Librarian be authorized to make requisition upon the Civil Service Commission for ten senior assistants, Grade II, from the list published June 21, 1918.

That the Librarian be authorized to make requisition upon the Civil Service Commission for one Third Assistant Operating Engineer at $1,680 per year.

We also desire to report our decision upon a number of petitions from various employés for compensation for time beyond the four weeks per year provided for in the By-Laws. These petitions have been pending before this Committee for some time awaiting the adoption of the revised By-Laws. The latter having now

been adopted, we recommend the following action in the several cases reported herewith. Your Committee feels that while, as in the present cases, length of service and other special considerations may arise to make special action necessary beyond the relief granted by the By-Laws, such action cannot be regarded as a precedent, and that hereafter, as in the past, each request must and will be considered solely upon its own merits, and will be decided as the Board sees fit. Following are the petitions on which we recommend favorable action at this time:

Pearl I. Field, for ten days, April 4th to 13th, 1918, inclusive.

Ruth C. Barlow, ninety-one days, October 21st, 1918, to January 9th, 1919, inclusive.

Lilyan G. Morawski, twelve days, January 14th to 25th, 1919, inclusive.

John F. Phelan, twenty-one days, January 15th to February 8th, 1919, inclusive.

Daisy McHale, eight days, January 12th to 19th, 1919, inclusive.

Respectfully submitted,
R. G. Shutter,
James J. Healy,
Committee on Administration.

Chicago, Apr. 14, 1919.

He, also, presented the list of vacancies and appointments for March, 1919, which was received and ordered published.

The following is the list:

Luther M. Baker, page, appointed temp. March 12, $480 per year.

Florence Beggs, junior library assistant, separated March 2.

Dorothy Beglinger, junior library assistant, separated March 2.

Marie Behn, junior library assistant, appointed temp. March 5, $600 per year.

Helen Berkland, junior library assistant, separated March 2.

Irene Black, junior library assistant, appointed temp. March 6, $480 per year.

Richard Bonilla, page, separated March 25.

Lawrence Brejcha, page, separated March 9.

Helen Browne, senior library assistant, resigned March 25.

Emory Cable, page, resigned March 25.

Margaret Cahill, junior library assistant, appointed temp. March 3, $600 per year.

Abe Cassman, page, separated March 10.

Esther Cleary, junior library assistant, appointed temp. March 26, $600 per year.

David Cook, page, appointed temp. March 18, $480 per year.

Amy Cowen, junior library assistant, separated March 2.

Winifred H. Delaney, junior library assistant, appointed temp. March 3, $600 per year.

Lotta Deuter, junior library assistant, separated March 2.

Andrew Dober, page, appointed temp. March 29, $480 per year; separated March 31.

Mary Duncan, junior library assistant, separated March 2.

Isadore Drues, page, resigned March 10.

Gertrude Exten, junior library assistant, appointed temp. March 13, $480 per year.

Gertrude Farrell, junior library assistant, appointed temp. March 18, $480 per year.

Julius Frank, page, separated March 10.

Walter Frantz, page, separated March 25.

Joseph Giacomino, page, appointed temp. March 26, $480 per year.

Ruth Goldstone, senior library assistant, died March 22.

Regina Granacki, junior library assistant, separated March 31.

Harry Grossberg, page, separated March 2.

Peter Hansen, janitor, separated March 10.

Helen Hermanson, junior library assistant, separated March 2.

Henry Houle, page, separated March 13.

Edith Hunter, junior library assistant, appointed temp. March 3, $480 per year.

George T. Jordan, page, appointed temp. March 24, $480 per year.

Evelyn Knowe, junior library assistant, appointed temp. March 5, $480 per year.

Mary Kull, junior library assistant, appointed temp. March 27, $480 per year.

Bernice La Barge, junior library assistant, appointed temp. March 7, $600 per year.

Gus Landry, janitor, separated March 8; appointed temp. March 11, $600 per year.

Florence McKenzie, janitress, separated March 17; appointed C. S. March 18, $900 per year.

Allen McPhail, page, separated March 25.

Anthony R. Maggio, page, appointed temp. March 28, $480 per year.

Theresa Mahon, junior library assistant, appointed temp. March 21, $600 per year.

Gertrude Manners, junior library assistant, appointed temp. March 11, $600 per year.

Aquil Mastri, page, appointed temp. March 21, $480 per year.

Elsie May, junior library assistant, appointed temp. March 17, $600 per year.

Mildred Mills, junior library assistant, separated March 2.

A. E. Moche, elevator operator, appointed temp, March 3, $1080 per year; separated March 19.

Leona Murray, junior library assistant, appointed temp. March 3, $480 per year.

Rosander Myers, page, appointed temp. March 24, $480 per year.

Elmer Nelson, page, separated March 17.

Edward J. Penn, janitor, appointed civil service March 8, $1020 per year.

John Regan, page, appointed temp. March 15, $0.25 per hour.

Irvin Reimer, page, separated March 6.

Charles Rich, page, separated March 6.

Delain Rigby, page, appointed temp. March 3, $480 per year.

Anna Riordan, principal library assistant, resigned March 10.

John W. Ronan, coal passer, separated March 10.

Hazel Rouse, senior library assistant, resigned March 10

Carolyn Shaffner, junior library assistant, appointed temp. March 3, $600 per year; separated March 3.

Julius Shore, page, appointed temp. March 18, $0.25 per hour; separated March 20.

Anita Sloan, junior library assistant, appointed temp. March 17, $600 per year.

Mary Smelter, junior library assistant, appointed temp. March 11, $600 per year.

Milton Steinberg, page, appointed temp. March 17, $480 per year.

Virginia Teitge, junior library assistant, separated March 2.

Samuel Testa, page, separated March 17.

Peter Thurston, page, separated March 1.

Siegel Young, page, appointed temp. March 26, $480 per year.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, North Av. Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek, rent, West 26th Street Branch	75.00
Herman W. Freund, rent, Edison Park Branch	25.00
Commonwealth Edison Co., electric current	193.78
Peoples Gas Light & Coke Co., gas	18.21
Consumers Co., coal	61.50
Chicago Telephone Co., telephone service	126.58
Standard Oil Co., gasoline	209.70
Chicago Auto Equipment Co., automobile accessories	85.06
Goodyear Truck Tire Sales Co., rubber tire	62.42
Samuel Harris & Co., machinists' labor and supplies	22.05

R. C. Cook Co., auto parts	17.59
Triple Action Spring Co., auto springs	12.76
Wayman & Murphy Co., glass and fender bracket for autos	9.50
W. H. Salisbury & Co., belting, etc.	7.73
Maypole Garage, auto storage	15.00
Milwaukee Ave. Garage, auto storage	9.00
Henry Landgraf, putting up and taking down station signs	41.50
C. A. Taylor Trunk Works, repairing telescopes	5.25
Toll Bros., laundering towels	59.30
Chicago Linen Supply Co., laundering towels	36.04
Individual Towel & Cabinet Service Co., clean towel supply	23.40
Haegele Ice Co., ice	25.62
A. P. W. Paper Co., toilet supplies	39.60
Chicago Mill & Lumber Co., blocks for missing books	50.00
H. Schulz & Co., pamphlet boxes	27.50
Bullard & Gormley Co., hardware	19.45
American Type Founders Co., type	11.55
City Collector, elevator inspections	22.00
F. P. Burke, prints of exhibit	8.40
Chicago Evening Post Co., advertising	5.13
Citizens Service Bureau, street sprinkling and sidewalk cleaning, removing cinders, etc.	88.58
Pottinger-Flynn Coal Co., coal	1,745.17
Gallaher & Speck, machinists' labor and material	24.75
O. C. Keckley Co., engineering supplies	6.20
Bartell Bros., gasoline	5.10
Lux Mfg. Co., tungsten lamps	22.80
Inland Electric Co., electrical supplies	8.52
Dearborn Chemical Co., oil	40.80
Armour Soap Works, soap powder	43.20
Theo. B. Robertson Products Co., soap powder	12.12
Fuller-Morrisson Co., ammonia	5.50
G. B. Davidson, insurance	47.50
Library Bureau, oak charging tray	21.60
Edward Hines Lumber Co., lumber	87.76
J. Walter & Co., repairing leak, etc., in boiler, etc., Woodlawn Branch	61.15
Clinton Wire Cloth Co., brass	4.20
H. G. Wilson, Sec'y, cash expenditures, Mar., 1919	86.90
	$4,707.47

He also presented the following list of bills for maintenance of the Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Commonwealth Edison Co., current	$30.27
Vaughan's Seed Store, grass seed, etc.	5.50
Chicago Telephone Co., service	3.75
	$39.52

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth and the President—7.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report that in accordance with the authority given this Committee at the meeting of the Board March 24, 1919, proposals were received for sundry items of furniture and fixtures for various branches and the main library building as follows:

Newton & Hoit Co.	$4,458 00
John J. Keenan & Co.	4,655.00
Schick-Johnson Co.	4 800.00
Library Bureau	5,954 00
F. O. Baumann Mfg. Co.	6,985.00

Your Committee awarded a contract to Newton & Hoit Co., lowest bidders, in accordance with their proposal of $4,458.00.

Your Committee has also authorized the installation of four new elevator door hangers on elevator No. 11 to Frank Scaar & Co. for the sum of $105.00; this being the lowest bid received.

Your Committee would recommend that an order be placed with the Western Slate Company for 1,000 slate for repairs on the roof of the Library building at a cost of 16 cents each.

Your Committee also reports that it has selected the facing brick for the new branch library building on Crawford avenue and Monroe street; the brick selected being manufactured by the Wisconsin Lime and Cement Co. under the name of "Postex."

Your Committee also recommends that the consideration of the coal supply for the Library building and branches be deferred until June next.

Your Committee recommends that the request of the Woman's Organization of the Chicago Liberty Loan Committee to install a booth in the Library building for the purpose of soliciting subscriptions for

the Victory Loan from the public be granted.

Respectfully submitted,
C. E. SCHICK,
SAMUEL GESSLER,
JAMES J. HEALY,
Committee on Buildings and Grounds.
CHICAGO, Apr. 14, 1919.

The Chairman, Director Schick, reported back the communication of Mr. Thomas W. Sprowls, Resident Director of Butler House, in reference to enlarged quarters for the Library branch now located in Butler House, and recommended on behalf of the Committee that the proposition be accepted, viz., that the Library Board remove the partition in the rooms now occupied by the branch library and install additional furniture and fixtures; the Public Library to be granted free rental for one year from date of occupancy after all alterations have been completed.

Director Beroth moved that the recommendation of the Committee be concurred in, and that the Secretary be instructed to extend to Mr. Sprowls the thanks and appreciation of the Board for his generous offer.

Carried.

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth and the President—7.

Nays—None.

REPORTS.

The Librarian presented his statistical report for March, 1919, which was received and ordered filed.

On motion of Director Jonas, the Board adjourned.

A. L. Wilson
Secretary.

REPORT OF LIBRARIAN FOR MARCH, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of March was 704,065; for the corresponding month of the previous year 597,089. The circulation was from the following sources:

Central Library	78,325
Branches	443,059
Stations	44,348
Traveling Libraries	101,818
Deposits and Miscellaneous	36,515
	704,065

The following is a summary of the books obtained at the Central Library:

Main Collection	33,147
Open Shelf	33,272
Hughes Room	5,510

Music Room	2,788
Information Desk (Teachers and special cards)	1,847
Miscellaneous	822
Books for the Blind	747
Documents	192
	78,325

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	3,291	180	3,471
Austin	15,399	410	15,809
Austin High	6,617	....	6,617
Bessemer Park	7,520	242	7,762
Blackstone	13,417	489	13,906
Burr School	6,803	191	6,994
Cornell Square	5,120	108	5,228
Davis Square	3,707	87	3,794
Douglas Park	20,336	2,236	22,572
Dvorak Park	6,348	86	6,434
Eckhart Park	6,448	448	6,896
Englewood High	4,382	....	4,382
Forestville School	4,182	158	4,340
Fuller Park	6,584	185	6,769
Hamilton Park	10,670	325	10,995
Hamlin Park	7,013	140	7,153
Hardin Square	5,574	193	5,767
Harrison High	8,436	....	8,436
Hebrew Institute	9,667	812	10,479
Holstein Park	7,536	130	7,666
Humboldt	18,539	2,435	20,974
Independence Park	6,486	124	6,610
Kelly	21,096	417	21,513
Kosciuszko	5,617	91	5,708
Lake View High	5,715	1	5,716
Lewis Institute	16,706	663	17,369
Lincoln Center	10,371	376	10,747
Logan Square	13,037	391	13,428
McKinley Park	5,055	32	5,087
Mark White Square	7,618	120	7,738

Marshall High	4,514	387	4,901
Morse School	6,808	407	7,215
Ogden Park	12,985	213	13,198
Palmer Park	5,685	128	5,813
Pulaski Park	5,012	86	5,098
Rogers Park	11,398	209	11,607
Scanlan School	6,314	89	6,403
Senn High	6,912	....	6,912
Seward Park	7,979	346	8,325
Shedd's Park	6,913	202	7,115
Sheridan Park	19,268	424	19,692
Sherman Park	9,544	154	9,698
Stanford Park	5,770	183	5,953
Stanton Park	5,425	179	5,604
Sumner School	5,667	144	5,811
Walker	4,044	131	4,175
West North Ave	12,891	884	13,775
West 26th Street	12,817	98	12,915
Woodlawn	23,823	1,098	24,921
Total	443,059	16,432	459,491

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	3,757	142	3,899	E. Thirty-first St.	989	726	1,715
Argyle	154	..	154	Edison Park	1,654	..	1,654
Armitage	1,499	73	1,572	Fernwood	1,333	..	1,333
Assoc. House	3,498	1,285	4,783	Gage Park	1,480	..	1,480
Avondale	2,172	85	2,257	Garfield	1,242	263	1,505
Birchwood	2,816	..	2,816	Grand Ave	1,572	1,061	2,633
Butler House	4,516	364	4,880	Grand Crossing	1,136	38	1,174
Cheltenham	1,834	56	1,890	Greenview	775	..	775
Chicago Ave	1,158	230	1,388	Gresham	4,578	16	4,594
Chicago Lawn	2,752	..	2,752	Hegewisch	1,375	..	1,375
Cicero Ave	1,126	26	1,152	Hermosa	2,128	..	2,128
Dauphin Park	1,544	112	1,656	Homan	2,313	259	2,572
Diversey Ave	2,031	..	2,031	Irving Park	730	35	765
Dunning	2,112	..	2,112	Jefferson Park	2,093	..	2,093
East Austin	1,138	36	1,174	Larrabee St	1,762	715	2,477
East Rogers Park	1,408	107	1,515	LeMoyne	317	80	397
East Sixty-first St.	724	200	924	Longwood	1,257	..	1,257

Madison Street	1,235	680	1,915	Trumbull Park	1,580	..	1,580
Mayfair	1,324	..	1,324	Wakeford	2,547	72	2,619
Milwaukee Ave.	1,849	531	2,380	Washing'n Heights.	736	..	736
Montrose	2,000	..	2,000	West Englewood	1,630	..	1,630
North Clark St	862	397	1,259	West Harrison St.	1,780	1,016	2,796
Norwood Park	670	..	670	West Pullman	2,468	..	2,468
Park Manor	4,106	215	4,321	West Ravenswood	2,370	148	2,518
Ravenswood	2,475	219	2,694	W. Sixteenth St.	3,241	227	3,468
S. Ashland Ave	1,548	1,032	2,580	West Twelfth St.	2,379	2,651	5,030
South Shore	794	20	814	Wieboldt	2,997	..	2,997
S. Western Ave.	1,041	343	1,384	Windsor Park	777	..	777
Southport Avenue.	436	127	563	Total	101,818	13,587	115,405

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	443,059	16,432	459,491
Traveling Libraries	101,818	13,587	115,405
Business House Deposits	33,513	1,254	34,767
Miscellaneous References	3,002	.....	3,002
Total	581,392	31,273	612,665

Of the 44,348 books supplied through the Stations Department, 16,432 were sent to 45 branches and 27,916 to 63 stations. The books supplied for the same month of the preceding year numbered 43,061 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 27,079.

REFERENCE ROOM.

Number of books issued from stacks 29,630

Number of recorded visitors 12,176

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 3,002; reference questions, 1,142.

ARTS AND CRAFTS ROOM.

Books consulted, 4,826. Visitors, 1,212.

HUGHES ROOM.

Volumes circulated, 5,510; pictures circulated, 4,814; recorded visitors, 3,882. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,605; bound newspapers, 554. Visitors, 1,358.

CIVICS ROOM.

Magazines issued, 2,267; directories consulted, 2,807; bound documents used, 1,290; books, 819; pamphlets, 11,160; visitors, 6,451.

STUDY ROOM.

Volumes consulted, 1,562. Visitors, 3,643.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,396. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 97,348.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 8,119; issued in March of the previous year, 6,780.

Number of juvenile cards issued, 2,911; research cards, 5; vacation cards, . . ; teachers' cards, 133. The number of three-year cards outstanding is 212,779.

BINDERY DEPARTMENT.

Number of books at binderies March 1, 1919	15,103
Number of books sent to binderies in March, 1919	8,482
Total number of books at binderies in March, 1919	23,585
Number of books received from binderies in March, 1919	8,287
Number of books at binderies April 1, 1919	15,298
Number of books repaired in Library in March, 1919	5,623

GROWTH OF THE LIBRARY.

The total number of volumes in the Library April 1, 1919, was 977,278. Received since June 1, 1918, 127,826; since March 1, 1919, 20,128. Books worn out and discarded since June 1, 1918, 31,889; since March 1, 1919, 2,600. Books lost and paid for since June 1, 1918, 2,771; since March 1, 1919, 377. Books found and money refunded since June 1, 1918, 226; since March 1, 1919, 40.

CARL B. RODEN,
Librarian.

CHICAGO, April 14, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, APRIL 28, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Gessler and Beroth.

Absent — Directors Jonas, Tollkuehn and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held April 14, 1919, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

In the absence of the Chairman, Director Beroth presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	2556 vols.,	$1959.00
Deposit Collection:	506 vols.,	509.00
Branch Collection:	3908 vols.,	3700.00
High School Collection:	328 vols.,	325.00
Ryder Collection:	2 vols.,	17.00
Rental Collection:	46 vols.,	49.00
	7346 vols.,	$6559.00

Respectfully submitted,

CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, Apr. 28, 1919.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages: Bertram Bell, April 25; Charles Brock, April 25; Benjamin Browning, April 25.

Junior assistant: Alice Langellier, April 25.

Senior assistant: Ruth V. Peterson, April 25.

Your Committee further recommends:

That leaves of absence be granted as follows:

Frank Bonomo, page, five months from April 8.

Leo Heineman, page, from April 26 to June 15.

Gladys M. Huls, senior assistant, six months from May 22.

Eliza Pendry, principal assistant, from April 26 to September 1.

That the sum of $300 be appropriated to defray the expenses of delegates from the Library staff to the annual convention of the American Library Association.

That the Librarian be authorized to make requisition upon the Civil Service Commission for one Editor of Publications, Grade IV, with expert knowledge of editorial and printing technique and not less than three foreign languages.

Respectfully submitted,
R. G. Shutter,
James J. Healy,
Committee on Administration.

Chicago, Apr. 28, 1919.

He, also, presented the report of the Committee on the salaries of the employés for the year beginning April 26, 1919.

The report was received and action thereon deferred.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved that the Board concur in the action of the Committee.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth and the President—6.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds, to whom was referred, with authority to act, the question of renewal of leases for various branch libraries, begs leave to report as follows:

Your Committee has authorized the renewal of the lease for Lewis Institute Branch, Nos. 1943, 1945 and 1947 West Madison street, at a rental of $150.00 per month.

Your Committee has authorized the renewal of the lease for West Twenty-sixth street Branch, 2548 South Homan avenue, for a period of one year at $75.00 per month, with the clause giving the Library the right to cancel the lease on thirty days' notice.

Also the renewal of the lease for Logan Square Branch, 3245 Fullerton avenue, for a period of one year at $75.00 per month, with the clause giving the Library the right to cancel the lease on thirty days' notice.

Your Committee has also authorized the execution of a lease for a store on Oshkosh avenue, Edison Park, at a monthly rental of $20.00; this price to

include heat (stove heat) and janitor service.

All of which is respectfully submitted,

C. E. Schick,
Samuel Gessler,
James J. Healy,
Committee on Buildings and Grounds.

Chicago, Apr. 28, 1919.

NEW BUSINESS.

The President, Director Barr, presented the following

MEMORIAL MINUTE.

The Hon. Robert S. McCormick, whose death occurred on April 16th, was a citizen of the world, a man of wide interests and for many years the official representative of his country in various European capitals. But he was also a citizen of Chicago who served his city with the same devotion and ability as he applied to the larger tasks abroad. For six years, from 1895 to 1902, he was a member of the Board of Directors of the Chicago Public Library and President from 1899 to 1901. In these capacities his cultivated tastes and his love for and knowledge of books, as exemplified in his private collections and avocations, combined to render his term of activity one of great and enduring benefit to the institution. Through his European connections he was instrumental in securing for this Library many volumes of the highest importance and literary value published in foreign lands. To his energy and appreciation the Library is indebted, among other things, for a unique collection of European newspaper clippings relating to the World's Fair.

To his clear judgment and strong cooperation not a little of the present stability of the Library finances is due. This courteous and accomplished gentleman performed with his whole heart every service to which he was called, and not the least among his public service are those which he rendered as a member and leader of this Board.

Therefore Be It Resolved: That this Memorial Minute be spread upon the records of this Board and that the flag on the Library building be displayed at half-mast on the day of the burial, and

Be It Further Resolved: That a copy of this Memorial Minute be offered to the family of Mr. McCormick in testimony of these proceedings.

The President, Director Barr, moved the adoption of the resolutions.

Carried by rising vote.

He, also, presented the following

MEMORIAL MINUTE.

The Board of Directors of the Chicago Public Library has received with sincere sorrow the announcement of the untimely passing of Dr. Mortimer Frank, a member of the Board from 1910 to 1913. A young man of broad culture and brilliant professional accomplishments, Dr. Frank soon became a valuable trustee, deeply conscious of his responsibilities and ever ready to devote his time and talents to the affairs of the Library. His training, both technical and scientific, his experience as a book lover and collector, his keen and incisive intellect and his broad human sympathies all were at the disposal of the institution and resulted in a combination of service and interest rarely equalled in the annals of the Public Library. The City of Chicago has lost a valuable and public-spirited citizen and this Board and the Chicago Public Library a lifelong friend.

Be It Resolved: That this Memorial Minute be spread upon the records of this Board and that the flag on the Library building be displayed at half-mast on the day of the burial, and

Be It Further Resolved: That a copy of this Memorial Minute be offered to the family of Dr. Frank in testimony of these proceedings.

The President, Director Barr, moved the adoption of the resolutions.

Carried by rising vote.

Director Healy moved that the Board go into

EXECUTIVE SESSION

sitting as a Committee of the Whole, to consider the report of the Committee on Administration, action on which had been deferred earlier in the meeting.

Carried.

Director Gessler acting as Secretary.

After consideration of the report of the Committee on Administration, together with the roster of employés accompanying it, the Committee rose and the Board resumed open session.

Director Gessler, Secretary of the Executive Session, reported the adoption of the report of the Committee on Administration and the roster of employés by the Committee of the Whole.

Director Healy moved that the report of the action of the Committee of the Whole be approved, and that said action be made the action of the Board.

Carried.

Yeas—Directors Healy, Shutter, Schick, Gessler, Beroth and the President—6.

Nays—None.

The following is the report of the Committee on Administration:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—In accordance with a long established custom the Committee on Administration submits, at this meeting, a list of the employés with recommended salaries for the twelve months beginning April 26th, 1919.

Your Committee has received a number of requests and petitions from almost all classes of employés praying for increases in salary and calling attention to the continued rise in living costs. These requests have been carefully considered and we have earnestly endeavored to find a way to meet the needs of the situation so far as it was possible to do so with the means at our disposal.

On February 10th of this year the Board, after prolonged deliberation, came to the conclusion that the maximum amount that could be appropriated for salaries for the year 1919 was $447,500. This figure, which comprises practically fifty per cent. of the total revenue from the library fund for the same period, was arrived at by a most careful process of allotment in the various items of the budget. In fact, to secure this amount for salaries it was necessary to reduce appropriations for some other regular charges to very scanty sums. Meanwhile the Secretary's books show that salaries for the first three months, and up to April 10th, have already totalled $133,347, leaving a little less than $315,000 for all salaries for the remaining eight and one-half months of this year. It is evident that this sum will barely suffice to cover such salaries even on the basis of the schedule fixed a year ago. It is also evident that we cannot add to the available amount by encroaching further upon the appropriations made for the other activities and fixed charges of the year. Our only conclusion, therefore, is embodied in the following:

That the system of automatic increases as in force prior to April 22, 1918, be re-established as of April 26th, 1919, excepting that the limit of Grade IV be extended to include a final salary for this grade of $1740 per annum, and that the initial salary in Grade V be accordingly changed to $1800 per annum.

In conformity with these recommendations your Committee has caused a sched-

ule and list of employés to be prepared to cover the period indicated and now submits the same for adoption. This list does not include the names of temporary employés, of whom there are at this date 230, all but 20 of whom are pages or junior assistants. For these we recommend the same procedure as heretofore governed such temporary employment. For employés engaged for part-time service we recommend that increases be applied in the ratio governing their salaries.

Revised Schedule of Salaries
Effective April 26, 1919.

Junior Assistants.

Grade I.

Group D	$ 660
Group C (at least one year's service in lower group)	720
Group B (at least one year's service in next lower group)	780
Group A (at least one year's service in next lower group)	840

Senior Assistants.

Grade II.

Group E	$ 900
Group D (at least one year's service in lower group)	960
Group C (at least one year's service in next lower group)	1020
Group B (at least one year's service in next lower group)	1080
Group A (at least one year's service in next lower group)	1140

Principal Assistants.

Grade III.

Group D	$1200
Group C (at least one year's service in lower group)	1260
Group B (at least one year's service in next lower group)	1320
Group A (at least one year's service in next lower group)	1380

Head Assistants.

Grade IV.

Group F	$1440
Group E (at least one year's service in lower group)	1500
Group D (at least one year's service in next lower group)	1560
Group C (at least one year's service in next lower group)	1620
Group B (at least one year's service in next lower group)	1680
Group A (at least one year's service in next lower group)	1740

Division Chiefs.

Grade V.

$1800 to $3300.

Pages.

Group D	$480
Group C (at least six months' service in lower group)	510
Group B (at least six months' service in next lower group)	540
Group A (at least six months' service in next lower group)	570

MULTIGRAPH OPERATORS.

Group D	$720
Group C (at least one year's service in lower group)	780
Group B (at least one year's service in next lower group)	840
Group A (at least one year's service in next lower group)	900

BOOK REPAIRERS AND TYPISTS.

Group C	$600
Group B (at least one year's service in lower group)	660
Group A (at least one year's service in next lower group)	720

Administration Division.

Carl B. Roden, $7,200 (April 26).
Walter Roth, $570.
Gertrude C. Shine, $1,320.
Harry G. Wilson, $6,000 (April 25).
Walter B. Flintrup, $1,140.
Emanuel Holy, $1,980 (April 26).
James McGovern, $840.
Minnie E. Wills, $1,740 (April 26).

Accessions Division.

Caroline Bernhardt, $1,500 (February 26).
Katherine E. Brady, $1,260 (January 26).
Anna V. Donnelly, $1,020 (February 26).
Bessie H. Gibbons, $1,380 (January 26).
Helen I. Griffin, $1,140.
Palmyra Jacob, $780 (November 26).
Winifred Lagorio, $1,260 (January 26).
Selma Levinson, $720 (July 26).
Rose Lillibridge, $1,320 (October 26).
Genevieve O'Leary, $1,080 (January 26).
Lora A. Rich, $1,320 (May 26).
Blanche Skirven, $720 (July 26).

Arts and Crafts Division.

Frank E. Waska, $1,800 (April 26).
Belle B. Hyman, $720 (May 26).
Wilhelmina Timian, $720 (July 26).

Bindery Division.

J. Ritchie Patterson, $2,160 (April 26).
Lottie B. French, $720.
Lizzie Grison, $660 (May 26).
Mary M. Hishen, $1,380.
Marguerite Hollingsworth, $720.
Emma C. Hulse, $660 (May 26).
Jennie H. Manley, $660 (May 26).
A. Agnes O'Brien, $1,140.
Hattie O'Neal, $720.
Kathryn A. Stevens, $720.
May Weaymouth, $660 (May 26).

Branches Division.

John F. Phelan, $3,000 (April 26).
Rebecca Bond, $1,020 (May 26).
Louis Carsello, $540.
Nellie E. Doran, $1,140.
Frances Doyle, $720 (June 26).
Olive C. Enos, $720 (June 26).
Olive Hartley, $720 (July 26).
Augusta Kessell, $840.
Faith Mix, $1,140.
Lillian Moll, $720 (July 26).
M. Lillian Ryan, $1,260 (May 26).
Cecilia Troy, $1,080 (August 26).

Head Assistants.

Julia A. Baker, $1,560 (May 26).
Minnie S. Clark, $1,500 (January 26).
Janet M. Green, $1,560 (September 26).
Bird Morrison, $1,500 (February 26).
Olive E. Pillsbury, $1,500 (March 26).
Myrle E. Sette, $1,560 (January 26).

Principal Assistants.

Kate B. Chase, $1,260 (February 26).
Edith E. Erskine, $1,260 (June 26).
Alice M. Farquhar, $1,320 (May 26).
Gertrude Husenetter, $1,260 (January 26).
Ada M. Lanquist, $1,320 (November 26).
Jessie M. Lawson, $1,260 (May 26).
Emma Levin, $1,320 (May 26).
Alberta L. McDermott, $1,260 (February 26).
Mary Moser, $1,320 (April 26).
Eliza Pendry, $1,260 (June 26).
Jessie Reed, $1,260 (November 26).
Frances V. Rice, $1,380.

Senior Assistants.

Adah M. Anderson, $1,140.
Helen S. Babcock, $1,080 (September 26).
Ruth Barlow, $900 (April 26).
Annie Batchelder, $1,020 (May 26).
Elizabeth Bell, $1,080 (January 26).
Sarah Berman, $960 (November 26).
Maude Blake, $1,140.
Philomena Brennan, $1,020 (October 26).
Frances C. Cantner, $1,140 (May 26).

Eva C. Cella, $960 (January 26).
Ruth Chandler, $900.
Mildred H. Cohen, $960 (September 26).
Ada Cole, $960 (September 26).
May Cornwall, $960 (May 26).
Frances Cowan, $900 (April 26).
Pearl D'Auben, $900 (April 26).
Muriel Dunne, $1,140
Margaret E. Ely, $1,080 (September 26).
Pearl E. Feddersen, $1,140.
Lillian N. Fenneman, $1,080 (January 26).
Helen H. Forman, $1,140.
Catherine J. Fox, $1,140.
Julia A. Gerloff, $1,140.
Clara L. German, $1,140 (August 26).
Irene M. Graham, $960 (September 26).
Edith Greengard, $900 (April 26).
Olive Griffith, $960 (October 26).
Louise N. Hannagan, $1,140.
Vivian G. Harsh, $1,140.
Charlotte Hartmann, $1,020 (January 26).
Fanchon I. Henderson, $1,080 (January 26).
Madelyn Hesse, $960 (September 26).
Gail Hinman, $960 (May 26).
Anna L. Hrdlicka, $900 (April 26).
Gladys Huls, $960 (September 26).
Byrl Jorgenson, $960 (September 26).
Alice Karno, $900 (April 26).
Anna I. Kelley, $960 (September 26).
Helen L. Kittilsby, $900 (April 26).
Helen LaBerge, $960 (May 26).
Marion V. Lamb, $900 (April 26).
Mary Livshis, $960 (September 26).
Margaret McDonald, $1,020 (June 26).
Daisy McHale, $1,140.
Rebecca McKesson, $960 (May 26).
Bernadine McLaughlin, $960 (September 26).
Florence McLean, $960 (September 26).
Marguerite McQuillen, $960 (May 26).
Bessie Markson, $960 (November 26).
Nellie W. Marlatt, $1,020 (June 26).
Rosalind Mason, $960 (January 26).
Mabel C. Moderwell, $960 (May 26).
Evelyn Morgan, $1,020 (June 26).
Dorothy Mott, $960 (November 26).
Mathilda S. Nodek, $1,140.
Sylvia Oakley, $1,020 (June 26).
Charlotte L. Olson, $1,140 (May 26).
Ruth Peterson, $960 (September 26).
Virginia Post, $960 (January 26).
Camille Rigali, $960 (October 26).
Florene Royer, $960 (May 26).
Goldye Salganick, $900.
Geraldine Sanford, $900.
Ella M. Saunders, $960 (May 26).
Carrie Schade, $960 (November 26).
Esther Shapiro, $900 (April 26).
Alice E. Shutter, $960 (November 26).
Charlotte Smith, $960 (May 26).
Jennie Smock, $960 (January 26).
Dorothy C. Snyder, $960 (November 26).
Josephine V. Sowers, $960 (October 26).
Leah Tencate, $960 (September 26).
Anna W. Thayer, $1,140.
Mabel Twitty, $900 (April 26).
Helen Wilson, $960 (September 26).

Junior Assistants.

Esther Aaron, $720 (July 26).
Della M. Anderson, $720 (July 26).
Ruth Anderson, $720 (July 26).
Neva Bath, $720 (September 26).
Genevieve Bond, $720 (July 26).
Viola Bough, $720 (April 26).
Frances Boyd, $720 (April 26).
Mary Countryman, $660.
Libby Czapler, $780 (November 26).
Dorothy Dillon, $720 (April 26).
Helen M. Dowd, $720 (September 26).
Ida Fagen, $720 (July 26).
Lydia Field, $720 (September 26).
Frances Golombowski, $720 (April 26).
Alice Hannan, $720 (July 26).
Cora Hough, $840 (December 26).
Ethel P. Jewell, $720 (July 26).
Martha Y. Joseph, $720 (May 26).
Lillian Kennedy, $720.
Gertrude Leberstine, $840.
Edith S. Ludden, $720 (September 26).
Bessie MacGill, $720 (July 26).
Blanche McLaughlin, $720 (July 26).
Mary Meany, $720 (July 26).
Alma Melchior, $720 (July 26).
Frieda Newman, $720 (April 26).
Ida Ockenholt, $720 (September 26)
Marjorie Porter, $720 (July 26).
Agatha Shea, $720 (July 26).
Helen J. Sim, $720 (November 26).

Pages.

Michael Benedetto, $540.
John Blake, $570.
Frank Bonomo, $570.
Louis M. Bowman, $540.
Louis Carsello, $540.
Joseph A. Conforti, $540.
Lawrence W. Cronin, $570.
Nathan Dolnitzky, $570.
Richard Ehrhardt, $570.
George Enke, $540.

William Felsher, $570.
Albert Finkle, $570.
Walter Greene, $570.
Nathan Harrison, $540.
Leo Heineman, $540.
Elmer Jabusch, $540.
Thomas Kaplan, $540.
Edward Karasinski, $570.
Michael Leberstine, $570.
Joseph M. Lindenbaum, $570.
Pierre W. Lyon, $570.
Robert D. MacMullen, $540.
Robert Mandel, $570.
Arthur Miller, $540.
Julius Mishkin, $570.
Bruno Z Nowakowski, $570.
Alex O'Hare, $540.
William Schrero, $570.
Elmer Schuldt, $570.
Myles Standish, $540.
Benjamin Tigay, $540.
Genevieve Wallace, $570.
Dale H. Wetmore, $540.

Janitors.

Thomas Conry, $1,740 (April 26).
Robert Proudie, $1,200 (April 26).
John Renkosicwicz, $1,200 (April 26).

Catalog Division.

Bessie Goldberg, $1,920.
Florence W. Arnold, $1,080.
Gladys Arnold, $1,560 (May 26).
Lucy E. Brown, $1,380.
Minnie Grube, $900.
Emily T. Larson, $1,500 (February 26).
Amelia M. Platt, $1,560 (May 26).
Anna C. Reque, $1,560 (May 26).
Pyrrha B. Sheffield, $1,260 (May 26).
Irma L. Snyder, $1,260 (February 26).

Circulation Division.

Pearl I. Field, $1,980 (April 26).
Elizabeth Barnes, $1,260 (June 26).
Rena M. Bendorf, $720 (July 26).
Florence L. Berg, $1,020 (June 26).
Clara Conlan, $960 (December 26).
Florence Davison, $720 (October 26).
Marion Oliver, $960 (May 26).
Florence Sweet, $720 (July 26).

Civics Division.

Charles Lhotka, $2,220 (April 26).
Agnes Donoghue, $1,140.
Edward Henwood, $1,140.
Edith Kamerling, $1,380 (January 26).
Sara J. Kerns, $960 (January 26).
Edward Peterson, $1,140.
Josephine Polk, $720 (June 26).
Anna C. Powers, $720 (July 26).
Jessie M. Woodford, $1,500 (January 26).

Evening and Holiday Division.

Benjamin M. Smith, $2,340 (April 26).
Joseph T. Byrne, $510.
Joseph J. Augustus, $1,320 (May 26).
Benjamin Einhorn, $570.
Lyle M. Fox, $570.
Joseph Greengard, $540.
Arnold T. Hansen, $570.
Louis M. Kaplan, $720 (March 26).
Sidney Levenberg, $540
Benjamin Levin, $720 (November 26).
William P. Perlman, $780 (January 26).
Leo Rice, $570.
Vincent Ryan, $540.
Benjamin Schenker, $570.
Levi Sothe, $570.
Frank Sullivan, $540.
Raphael V. Ulveling, $570.

Instruction Division.

Adah F. Whitcomb, $1,860 (April 26).
Carl E. Ekman, $540.
Gertrude Hayes, $720 (July 26).
Edith F. Long, $1,020 (May 26).
Pauline Rothgeb, $960 (December 26).
Lena O. Sorg, $780 (July 26).

Loan Record Division.

May I. Carroll, $1,860 (April 26).
Gertrude Ahern, $720 (February 26).
B. Rosalie Beale, $900.
Phyllis Cleaver, $900.
Myrtle Dahmke, $720 (July 26).
Roberta Dreyer, $720 (September 26).
Margaret O'Shaughnessy, $1,500 (February 26).
Amy Peck, $720 (July 26).

Periodicals Division.

Reidar Arentz, $1,920 (April 26).
Charles J. Macko, $1,140.

Publications Division.

Anna J. Ferguson, $1,380.
Maude T. Freeman, $1,320 (October 26).

Reference Division.

Carrie L. Elliott, $2,220 (April 26).
Louise Ayers, $1,020 (June 26).
Florence Ciovino, $660 (April 26).
John F. James, $1,560 (September 26).
Margaret Kearney, $1,140.
Mary E. Rae, $1,140.
Charles F. Zak, 1,380.

Registry Division.

Lilyan G. Morawski, $1,920 (April 26).
Evelyn W. Casey, $720 (April 26).
Loretto M. Crowe. $1,140.
Katharine A. Donovan, $1,620 (January 26).
Mary A. Neylen, $840.
Blanche V. Shaw, $1,260 (January 26)..

Schools and Deposits Division.

Nathan R. Levin, $1,800 (April 26).
Helen T. Doan, $960 (October 26).
Cecilia Georgas, $720 (July 26),
Ida B. Johnson, $1,140.
Elizabeth A. Larkin, $720 (September 26).
Jessie W. Marks, $720 (August 26).
Catherine Thomson, $720.
Charlotte Zepf, $720 (May 26).
Anna M. Culliton, $570.

Stacks.

George S. King, $1,740 (April 26).

Stations Division.

William A. Purer, $2,460 (April 26).
George Bell, $1,320 (May 26).
Raymond Dwyer, $1,140.
Harold Hellgren, $1,320 (May 26).
Herman Miller, $1,140.
George Proctor, $570.
William Renner, $1,140.
Joseph Rzepinski, $1,140.
Emma L. Shaw, $1,140 (May 26).
Christian Sonne, $1,620 (January 26).
Isadore B. Weissburd, $720 (November 26).
Agatha A. Wieboldt, $840.

Automobile Corps.

John D. Barchard, $1,500 (April 26).
John Gawron, $1,500 (April 26).
Edward C. Hartwig, $1,080 (April 26).
Fred C. Lutter, $1,500 (April 26).
William J. Soper, $1,500 (April 26).
John P. Wallenborn, $1,500 (April 26).
George A. Wiborg, $1,500 (April 26).

Engineers Division.

Jacob Reitz, $2,940 (April 26).
Robert G. Allison, $1,940 (April 26).
Amby J. Beery, $1,440 (April 26).
Patrick Corcoran, $1,320 (April 26).
John Guthrie, $1,440 (April 26).
Thomas Guthrie, $1,440 (April 26).
Ernest A. Hart, $2,360 (April 26).
Peter Ledeboer, $1,940 (April 26).
George Luthringer, $1,440 (April 26).
John Murray, $1,320 (April 26).
James O'Hara, $1,320 (April 26).
Cosmo Pacente, $1,260 (April 26).
John Stretch, $1,440 (April 26).
Peter Thurston, $1,680 (April 26).

Janitors Division.

James J. Linehan, $2,460 (April 26).
John Ampey, $1,140 (April 26).
Josephine Anderson, $1,020 (April 26).
Alvin Beck, $1,200 (April 26).
Joseph Bennett, $1,140 (April 26).
Frank Bergman, $1,320 (April 26).
Oscar Carlson, $1,200 (April 26).
Dominick Carsello, $1,200 (April 26).
John Christian, $1,350 (April 26).
Josephine Cubecheck, $1,020 (April 26).
Alessandro Farroli, $1,320 (April 26).
Ernest Grabe, $1,260 (April 26).
Mary Higgins, $1,020 (April 26).
Vivian Jacobs, $1,140 (April 26).
James C. King, $1,380 (April 26).
William McDearmed, $1,140 (April 26).
John McKay, $1,200 (April 26).
Florence McKenzie, $1,020 (April 26).
Frank Malina, $1,140 (April 26).
Mary Mangan, $1,020 (April 26).
John Meredith, $1,140 (April 26).
Clyde D. Middleton, $1,200 (April 26).
Bridget Moran, $1,020 (April 26).
Peter Murphy, $1,140 (April 26)
Catherine Murray, $1,020 (April 26).
Otto Newman, $1,200 (April 26).
Axel F. Olson, $1,200 (April 26).
Edward J. Penn, $1,140 (April 26).
Bruce E. Reeder, $1,200 (April 26).
Frank Schillinger (union rate).
William Shanley, $1,140 (April 26).
Michael J. Sheridan, $1,200 (April 26).
Kelsey Stone, $1,140 (April 26).
Christian Ullrich, $1,500 (April 26).

Florence Voight, $1,020 (April 26).
George D. Wedel, $1,200 (April 26).

Switchboard Clerk.

Rebecca M. Burke, $1,080.

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Apr. 28, 1919.

On motion of Director Beroth, the Board adjourned.

H. B. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MAY 12, 1919.

OFFICIAL RECORD.

There were present when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth and Tollkuehn.

Absent—Directors Jonas, Gessler and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held April 28, 1919, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

In the absence of the chairman, Director Beroth presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1227 vols., (4 pamphlets)	$1476.00
Deposit Collection:	572 vols.,	579.00
Branch Collection:	1820 vols.,	1965.00
High School Collection:	275 vols.,	319.00
Thomas Hughes Collection;	8 vols.,	7.00
Ryder Collection:	40 vols.,	114.00
Beecher Collection:	3 vols.,	7.00
Rental Collection:	101 vols.,	101.00
	4046 vols., (4 pamphlets)	$4568.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $65.18, be paid from the incidental fund.

It is further recommended that the fol-

lowing places be opened as traveling libraries under the usual conditions:

Gads Hill Centre,
1919 W. 20th street.
Gresham Traveling Library,
8458 Green street.

Respectfully submitted,

CARL O. BEROTH,
R. G. SHUTTER,
Committee on Library.

CHICAGO, May 12, 1919.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

B. F. Stevens & Brown, books and subscriptions, £64/18/7 (est.)	$ 308.75
The Moon Society, books, £33/6/9 (est.)	158.37
A. C. McClurg & Co., books	10,722.05
C. V. Ritter, books	134.40
A. L. A. Publishing Board, books and subscriptions	118.19
H. L. Hayward, books	84.00
Review of Reviews Co., books	80.00
A. Krocb & Co., books and subscriptions.	46.64
Houghton Mifflin Co., books	42.00
R. L. Polk & Co., books	36.00
Virginia State Library, books	30.00
G. E. Stechert & Co., books	27.50
National Geograpbic Society, books	27.00
C. Grentzebach, books	25.20
A. W. Shaw Co., books	24.80
Miss M. S. Jourdan, books	20.00
Canadian Gazeteer Publisbing Co., books	12 50
Boston Atbenaeum, books	12.00
New York Coin & Stamp Co., books	10.12
Chicago Civil Service College, books	10.00
Universal Book Stores, books	10.00
H. W, Wilson Co., books	8.55
Oak Park, River Forest & Forest Park Directory, books	5.00
Standard Statistics Co., subscription	27.00
F. W. Faxon Co., subscriptions	8.70
J. M. Hanson Bennett Magazine Agency, subscription	2.45
Geo. E. Koehler & Son, binding	1,126.21
Brabandt & Valters Book Binding Co., binding	1,030.46
Joseph Flucke & Son, binding	255.91
John Seybold, marking backs of books	171.97
Burgmeier Book Bindery, binding	53.00
Slade, Hipp & Meloy, gummed muslin	22.50
Northwestern Bindery, binding	3.35
Paper Mills Co., paper	323.75
Dwight Bros. Paper Co., paper	152.56
Tucker-Kenwortby Co., printing	164.45
Max Stern's Sons, printing	107.75
James Watson & Co., printing	39.50
Cantor Printing Co., printing	26.75
Cameron, Amberg & Co., ruling and cutting slips	13.50
American Type Founders Co., type	25.21
Swigart Paper Co., paper	83.90
Bradner Smith & Co., paper and envelopes	67.32
Parker, Thomas & Tucker Paper Co., paste and paper	41.40
J. W. Butler Paper Co., paper	13.00
Hollis & Duncan, paper bags	5.13
Gaw O'Hara Envelope Co., envelopes	100.02
Mead & Wbeeler Co., book pockets and cards	221.80
Library Bureau, cards and shelf label bolders	15.12
Dennison Mfg. Co., glue, labels, etc	19.35
Ioas Bros., pencils, tabs, etc	105.35
Geo. E. Cole & Co., stationery	61.11
Carter & Allen, ribbon coupons	30.00
Crown Ribbon & Carbon Mfg. Co., carbon paper	24.00
P. A. Salisbury-Schulz Co., date holders, etc	22.20
Goodyear Rubber Co., rubber bands	14.50
Remien & Kuhnert Co., shellac	11.50
A. B. Dick Co., paper and dermax	6.60
H. G. Wilson, Sec'y, casb expenditures, Apr., 1919	464.54
	$16,814.93

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

Ryder Fund Income Account:

A. Kroch & Co., books	$48.30
Alfred A. Goldschmidt, books	21.40
The Dean Hicks Co., books	10.40
	$80.10

Beecher Fund:

Lyon & Healy, music	$12.15

Rental Collection:

A. C. McClurg & Co., books	$30.45

Insurance Fund:

A. C. McClurg & Co., books	$ 2.84

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Irene Ives, senior assistant, April 10.

Kate B. Chase, principal assistant, May 31.

Mary Mangan, janitress, April 22.

It is further recommended:

That leaves of absence be granted as follows:

Mary Meany, junior assistant, from October 4, 1919, to June 30, 1920, inclusive.

Irma L. Snyder, principal assistant, five weeks from July 28.

That compensation for time lost through illness be allowed as follows:

John F. Phelan, for six days, April 30th to May 5th, inclusive.

Adah F. Whitcomb, fifteen days, March 29th to April 12th, inclusive.

Respectfully submitted,

R. G. Shutter,
Frank F. Tollkuehn,
James J. Healy,
Committee on Administration.

Chicago, May 12, 1919.

He, also, presented the list of vacancies and appointments for April, 1919, which was received and ordered published.

The following is the list:

Stanley Augustyniewicz, page, appointed temp. April 30, $480 per year.

George L. Bastain, page, separated April 13.

Florence Beggs, junior library assistant, appointed temp. April 11, $600 per year.

Dorothy Beglinger, junior library assistant, appointed temp. April 11, $600 per year.

Helen M. Berkland, junior library assistant, appointed temp. April 11, $600 per year.

Charles Brock, page, resigned April 25.

Samuel Brody, page, appointed temp. April 15, $0.25 per hour.

Benjamin A. Browning, page, resigned April 25.

Kathleen Burke, junior library assistant, appointed temp. April 28, $600 per year.

Geraldine Costin, junior library assistant, appointed temp. April 17, $600 per year.

Amy B. Cowen, junior library assistant, appointed temp. April 11, $600 per year.

Winifred Delaney, junior library assistant, separated April 2.

Lotta Deuter, junior library assistant, appointed temp. April 11, $600 per year.

Vincent Dolemba, page, appointed temp. Apri 111, $480 per year.

Mary G. Duncan, junior library assistant, appointed temp. April 11, $600 per year.

Florence Finley, junior library assistant, separated April 17.

William C. Firebaugh, principal library assistant, resigned April 28.

Joseph Giacomino, page, separated April 30.

Helen Hermanson, junior library assistant, appointed temp. April 11, $600 per year.

Frank Hymen, page, appointed temp. April 2, $480 per year; separated April 6.

Irene Ives, senior library assistant, resigned April 10.

Charles F. Jackson, elevator operator, separated by death April 27.

Sander Kane, page, separated April 25; appointed civil service April 26, $480 per year.

Evelyn Knowe, junior library assistant, separated April 1.

Alice Langallier, junior library assistant, resigned April 25.

Gwendolyn McGee, junior library assistant, separated April 25.

Theresa Mahon, junior library assistant, separated April 13.

Mary Mangan, janitress, resigned April 22.

Gertrude Manners, junior library assistant, separated April 10.

Raymond Marks, page, appointed temp. April 26, $480 per year.

Joseph Markowski, page, appointed temp. April 14, $480 per year; separated April 30.

Aquil Mastri, page, separated April 2.

Mildred H. Mills, junior library assistant, appointed temp. April 11, $600 per year.

Albin E. Moche, elevator operator, appointed civil service April 25, $1,200 per year.

Lyman Moore, page, separated April 25.

John T. Murphy, page, appointed temp. April 11, $480 per year.

Jeremiah Nape, page, appointed temp. April 12, $480 per year.

Francis Priller, page, appointed temp. April 8, $480 per year; separated April 24.

Joseph Reuter, page, separated April 13.

Aline Ruoff, junior library assistant, appointed temp. April 11, $600 per year.

Maurice Sheer, page, appointed temp. April 28, $480 per year.

Francis Smith, page, separated April 21.

Rudolph Smith, page, separated April 10.

Milton Steinberg, page, separated April 8.

Virginia Teitge, junior library assistant, appointed temp. April 11, $600 per year.

Gerald Teyen, principal library assistant, appointed temp. April 26, $1,200 per year.

Siegel Young, page, separated April 22.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100 00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek, rent, West 26th Street Branch	75.00
S. J. Christley, rent, Edison Park Branch	20 00
Consumers Co., coal	88 79
Commonwealth Edison Co., electric current	189.60
Peoples Gas Light & Coke Co., gas	21.29
Chicago Telephone Co., telephone service	127.78
H. J. Troch, street sprinkling for branches	4.00
Haegele Ice Co., ice	25.60
Toll Bros , laundering towels	63.56
Chicago Linen Supply Co., laundering towels	33.59
Individual Towel & Cabinet Service Co., clean towel supply	23.40
James S. Kirk & Co., soap	5.40
Wm. Dilley, brooms	10.00
John J. McGrath, gold lettering on windows, Woodlawn Branch	9.00
Gerts, Lumbard & Co., brushes	7.74
Eugene Dietzgen Co., blue prints	5.06
W. H. Salisbury & Co., belting, etc.	3.60
Citizens Service Bureau, street sprinkling, sidewalk cleaning, etc	76.16
Buchanan Bros., street sprinkling, Main Library	18.00
Pottinger-Flynn Coal Co., coal	1,540.55
John Mohr & Sons, material and labor	110.50
John Moloney, mason work	82.25
D. J. Gallagher Mfg. Co., waste	40.41
Samuel Harris & Co., machinists' labor and supplies	17.59
Hollow Center Packing Sales Co., packing	16.69
O. C. Keckley Co., asbestos paper	13.20
Lunkenheimer Co., valves	11.34
Westinghouse Traction Brake Co., valves	5.34
Crosby Steam Gage & Valve Co., angle and globe discs	4.29
Calebaugh Self Lubricating Carbon Co., carbon brushes	81.33
Inland Electric Co., electrical supplies	8.96
Frank Scaar & Co., furnishing and installing elevator door track bars and hangers	105.00
Joseph Halsted Co., steel toe plates for elevator hatchway	31.00
Gallaher & Speck, machinists' labor and material	6.98
James H. Rhodes & Co., sponges	94.58
Armour Soap Works, soap powder	22.10
Fred A. Phillips, 3d installment on gen. liab. insurance	1,017.21
G. B. Davidson, 3d installment auto gen. accident insurance, etc	734.80
G. W. Sheldon & Co., freight, etc., on books	70.00
Wm. M. Hepburn, wire book supports	85 00
Goodyear Tire Sales Co., rubber tire	62.43

Hyatt Roller Bearing Co., roller bearings.	43.42
American Vulcanized Fibre Co., granite sheet and bushings	37.13
Wayman & Murphy Co., corner irons for book trucks	36.00
R. M. Eddy Foundry Co., levers, rings, wheels, etc.	28.60
Newton & Hoit Co., oak stools	6.25
L. Wolff Mfg. Co., plumbing fixtures	5 50
Standard Oil Co., gasoline	173.83
Valvoline Oil Co., oil	24.30
Republic Truck Co., auto parts	38.51
Chicago Auto Equipment Co., automobile accessories	27.96
W. P. Collins & Co., auto soap	22.50
Milwaukee Ave. Garage, auto storage	9.00
C. A. Taylor Trunk Works, repairing telescopes	4.60
Alfred S. Alschuler, professional service on account	1,000.00
H. G. Wilson, Sec'y, cash expenditures, Apr., 1919	35.45
	$7,532.17

He also presented the following list of bills for maintenance of the Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Pottinger-Flynn Coal Co., coal	$35.42
Commonwealth Edison Co., current	27.12
Chicago Telephone Co., service	3.75
	$66.29

He, also, presented a certificate from Alfred S. Alschuler, architect, in favor of Athey & Co., in the amount of $304.00, for installing metal weather strips on the windows of the Woodlawn Branch in accordance with their contract, and moved that the bill be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of April, 1919, which was received and ordered published.

Directors Jonas and Gessler entered the room and took their seats.

NEW BUSINESS.

The President, Director Barr, stated that at the request of the Committee on Buildings and Grounds the architect of the new branch library at Crawford avenue and Monroe street had prepared drawings for changes in the entrance to the garage and the levels of the loading platforms and had received a proposal from the contractors for the extra work.

The President stated that the architect considered the proposal of $1,401.00 rather high, and he, therefore, recommended that the matter be referred to the Committee on Buildings and Grounds with authority to act.

Director Healy moved that the recommendation of the President be concurred in.

Carried,

Yeas—Directors Healy, Shutter, Schick, Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

The President also brought up the question of ceremonies in connection with the laying of the corner-stone of the new branch library.

Director Healy moved that the matter be referred to a special committee consisting of the Committee on Buildings and Grounds, together with the President and Secretary of the Board and the Librarian, and that the Committee be authorized to expend not to exceed $500.00 for the necessary expense in connection with the laying of the corner-stone.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Jonas, Gessler, Beroth, Tollkuehn and the President—8.

Nays—None.

The President stated that the Chicago Telephone Company had requested permission to install a telephone cable through the basement of the new branch library building.

Director Beroth moved that permission be given the Chicago Telephone Company to lay a conduit from the east line of the lot to the east wall of the building, and from Crawford avenue to the west wall of the building, and to run a cable through the basement in a manner approved by the architect; it being agreed that the Chicago Telephone Company will furnish telephone service from the underground cable so installed.

Carried.

On motion of Director Jonas, the Board adjourned.

H. L. Wilson

Secretary.

REPORT OF LIBRARIAN FOR APRIL, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of April was 633.334; for the corresponding month of the previous year 584,469. The circulation was from the following sources:

Central Library	68,794
Branches	391,829
Stations	39,574
Traveling Libraries	98,202
Deposits and Miscellaneous	34,935
	633,334

The following is a summary of the books obtained at the Central Library:

Main Collection	28,969
Open Shelf	28,858
Hughes Room	4,789
Music Room	2,808
Information Desk (Teachers and special cards)	1,872
Miscellaneous	620
Books for the Blind	678
Documents	200
	68,794

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,974	195	3,169
Austin	13,584	405	13,989
Austin High	6,624	....	6,624
Bessemer Park	6,603	271	6,874
Blackstone	12,565	470	13,035
Burr School	6,340	218	6,558
Cornell Square	4,420	117	4,537
Davis Square	3,178	89	3,267
Douglas Park	18,985	1,725	20,710
Dvorak Park	5,217	74	5,291
Eckhart Park	4,772	402	5,174
Englewood High	3,828	....	3,828
Forestville School	3,621	150	3,771
Fuller Park	5,503	164	5,667
Hamilton Park	8,533	229	8,762
Hamlin Park	5,876	95	5,971
Hardin Square	4,742	164	4,906
Harrison High	7,343	....	7,343
Hebrew Institute	8,149	598	8,747
Holstein Park	6,347	168	6,515
Humboldt	17,337	2,402	19,739
Independence Park	6,079	172	6,251
Kelly	18,679	441	19,120
Kosciuszko	4,820	80	4,900
Lake View High	5,056	....	5,056
Lewis Institute	15,292	598	15,890
Lincoln Center	9,661	360	10,021
Logan Square	11,526	353	11,879
McKinley Park	5,147	48	5,195
Mark White Square	6,550	113	6,663
Marshall High	4,187	297	4,484
Morse School	5,764	441	6,205
Ogden Park	11,669	136	11,805
Palmer Park	4,908	158	5,066
Pulaski Park	4,120	68	4,188
Rogers Park	10,305	171	10,476
Scanlan School	5,553	94	5,647

Senn High	6,500	....	6,500
Seward Park	6,658	365	7,023
Shedd's Park	5,739	137	5,876
Sheridan Park	16,716	418	17,134
Sherman Park	8,161	215	8,376
Stanford Park	4,558	103	4,661
Stanton Park	4,652	186	4,838
Sumner School	5,103	194	5,297
Walker	3,897	114	4,011
West North Ave	11,571	699	12,270
West 26th Street	10,828	100	10,928
Woodlawn	21,589	1,046	22,635
Total	391,829	15,043	406,872

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	3,699	168	3,867	Greenview	632	19	651
Argyle	224	..	224	Gresham	4,038	19	4,057
Armitage	1,291	77	1,368	Hegewisch	1,467	..	1,467
Assoc. House	3,316	1,190	4,506	Hermosa	1,732	..	1,732
Avondale	1,684	63	1,747	Homan	1,921	248	2,169
Birchwood	2,959	..	2,959	Irving Park	713	17	730
Butler House	4,084	351	4,435	Jefferson Park	2,007	..	2,007
Cheltenham	1,437	54	1,491	Lakeview	166	..	166
Chicago Ave	1,175	239	1,414	Larrabee St	1,729	682	2,411
Chicago Lawn	2,522	..	2,522	Lawndale (March)	2,097	..	2,097
Cicero Ave	934	29	963	" (April)	2,181	..	2,181
Dauphin Park	1,361	108	1,469	LeMoyne	541	99	640
Diversey Ave	1,594	36	1,630	Longwood	896	..	896
Dunning	1,828	..	1,828	Madison Street	1,101	600	1,701
East Austin	732	47	779	Mayfair	1,068	..	1,068
East Rogers Park	1,321	84	1,405	Milwaukee Ave	1,589	471	2,060
East Sixty-first St.	524	145	669	Montrose	2,081	..	2,081
E. Thirty-first St.	910	653	1,563	North Clark St	875	391	1,266
Edison Park	1,315	..	1,315	Norwood Park	563	..	563
Fernwood	1,200	..	1,200	Park Manor	4,135	214	4,349
Gage Park	1,335	..	1,335	Ravenswood	2,115	191	2,306
Garfield	1,097	231	1,328	S. Ashland Ave	1,258	861	2,119
Grand Ave	1,330	843	2,173	South Shore	675	22	697
Grand Crossing	1,187	47	1,234	S. Western Ave	922	308	1,230

Southport Avenue.	399	102	501	West Ravenswood.	2,272	159	2,431
Trumbull Park....	1,512	..	1,512	W. Sixteenth St....	3.512	218	3.730
Wakeford.....	2,431	98	2,529	W. Sixty-ninth St..	1,006	5	1,111
Washing'n Heights.	733	..	733	West Twelfth St.	2,238	2,101	4,339
West Englewood..	1,477	..	1,477	Wieboldt	2,759	..	2,759
West Harrison St.	1,325	930	2,255	Windsor Park....	569	..	569
West Pullman....	2,308	..	2,308	Total.....	98,202	12,120	110,322

SUMMARY	DIRECT	STATIONS	TOTAL
Branches...	391,829	15,043	406,872
Traveling Libraries.	98,202	12,120	110,322
Business House Deposits.....	32,618	1,297	33,915
Miscellaneous References.....	2,317	.....	2,317
Total.....	524,966	28,460	553,426

Of the 39,574 books supplied through the Stations Department, 15,043 were sent to 44 branches and 24,531 to 64 stations. The books supplied for the same month of the preceding year numbered 41,826 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 24,359.

REFERENCE ROOM.

Number of books issued from stacks... 27,500

Number of recorded visitors..... ...10,978

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 2,317; reference questions, 699.

ARTS AND CRAFTS ROOM.

Books consulted, 4,560. Visitors, 1,012.

HUGHES ROOM.

Volumes circulated, 4,789; pictures circulated, 3,028; recorded visitors, 3,462. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,435; bound newspapers, 488. Visitors, 1,293

CIVICS ROOM.

Magazines issued, 2,211; directories consulted, 2,834; bound documents used, 1,149; books, 871; pamphlets, 12,855.

STUDY ROOM.

Volumes consulted, 1,501. Visitors, 3,723.

READING ROOM.

Periodicals issued at the counter at Central Library, 10,616. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 81,860.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 6,142; issued in April of the previous year, 5,266.

Number of juvenile cards issued, 2,107; research cards, 6; vacation cards, . . ; teachers' cards, 120. The number of three-year cards outstanding is 213,931.

BINDERY DEPARTMENT.

Number of books at binderies April 1, 1919	15,298
Number of books sent to binderies in April, 1919	5,108
Total number of books at binderies in April, 1919	20,406
Number of books received from binderies in April, 1919	4,520
Number of books at binderies May 1, 1919	15,886
Number of books repaired in Library in April, 1919	6,657

GROWTH OF THE LIBRARY.

The total number of volumes in the Library May 1, 1919, was 975,984. Received since June 1, 1918, 156,947; since April 1, 1919, 19,121. Books worn out and discarded since June 1, 1918, 36,981; since April 1, 1919, 5,092. Books lost and paid for since June 1, 1918, 3,262; since April 1, 1919, 491. Books found and money refunded since June 1, 1918, 267; since April 1, 1919, 41.

CARL B. RODEN,
Librarian.

CHICAGO, May 12, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MAY 26, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Schick, Beroth and Tollkuehn.

Absent — Directors Shutter, Jonas, Gessler and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held May 12, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From the elevator operators in the library building expressing their appreciation of the action of the Board in increasing their wages.

The communication was received and placed on file.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, Director Beroth moved that the matters in the hands of the Committee be considered in open Board.

Carried.

Director Beroth presented the following schedule of book lists recommended for purchase by the Librarian:

Main Collection:	973 vols.,	$ 946.00
Deposit Collection:	1194 vols.,	1125.00
School Deposit Collection:	3492 vols.,	3277.00
Branch Collection:	958 vols., (22 pamphlets)	1079.00
High School Collection:	309 vols., (33 pamphlets)	398.00
Thomas Hughes Collection;	1264 vols.,	1195.00
Rental Collection:	36 vols.,	36.00
Jackson Collection:	1 vol.,	1.00
	8227 vols., (55 pamphlets)	$8057.00

Director Beroth moved that the recommendation be concurred in.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn and the President—5.

Nays—None.

COMMITTEE ON ADMINISTRATION.

In the absence of the Chairman of the Committee, Director Tollkuehn presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Lillian Kennedy, junior assistant, May 16.

Vivian Jacobs, janitor, May 10.

Your Committee also recommends that leaves of absence be granted as follows:

Jessie M. Lawson, principal assistant, from July 5 to August 10, inclusive.

Frances V. Rice, principal assistant, from July 7 to August 13, inclusive.

Helen S. Babcock, senior assistant, from July 22 to September 1, inclusive.

Frances M. Cowan, senior assistant, from July 5 to August 10, inclusive.

Margaret E. Ely, senior assistant, from July 5 to August 10, inclusive.

Byrl A. Jorgenson, senior assistant, from July 25 to August 23, inclusive.

Mary Livshis, senior assistant, from July 8 to August 31, inclusive.

Florence M. Davison, junior assistant, extension of leave from June 13 to October 1.

Cora I. Hough, junior assistant, extension of leave for six months from May 26.

William Schrero, page, two months from June 15.

Respectfully submitted,

FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, May 26, 1919.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented a certificate of the Architect in favor of the Dahl-Stedman Company in the amount of $11,000.00, being first payment on account of work on the new regional branch library.

Director Schick moved that a voucher be drawn in faver of Dahl-Stedman Company in the amount of the certificate.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn and the President—5.

Nays—None.

He, also, presented proposals for repairing and resurfacing the roof of the Hiram Kelly Branch Library building as follows:

H. R. Shaffer Company,	$148.00
H. Rosenbaum Roofing Company,	165.00

and recommended, on behalf of the Committee, that the work be awarded to H. R. Shaffer Company, the lowest bidder.

Director Healy moved that the Board concur in the recommendation of the Committee.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn and the President—5.

Nays—None.

On motion of Director Tollkuehn, the Board adjourned.

A. L. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JUNE 9, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick and Tollkuehn.

Absent—Directors Jonas, Gessler, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held May 26, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Miss Grace Heron, Director Artists Aid to the Red Cross, requesting renewed permission for the installation of a painting, commemorative of the work of the Red Cross in the present war, in the Library building.

Director Healy moved that the request be granted.

Carried.

COMMITTEE ON LIBRARY.

In the absence of a majority of the members of the Committee, Director Shutter moved that the matters in the hands of the Committee be considered in open Board.

Carried.

Director Shutter presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

A. C. McClurg & Co, books	$9,467.21
Clayton F. Summy Co., music books	422 53
A. Kroch & Co., books and subscriptions	163 40
A. L. A. Publishing Board, books	90.00
R. L. Polk & Co., books	59.00
C. V. Ritter, books	24.31
McGraw-Hill Co., books	22.50
University of Chicago Press, books	13.95
American Library Association, Library War Service, books	10.00
H. W. Huebsch, pamphlets	9.38
Universal Book Stores, books	8.00
New York Coin & Stamp Co., books	7.87
William Abbatt, books	7.80

The World's Court League, pamphlets	7.50
Librarian of Congress, Washington, D.C., printed catalog cards, etc.	500.00
Poor's Publishing Co., subscription	45.00
R. R. Bowker Co., subscription	27.50
Hendrickson Publishing Co:, subscription	15.00
J. M. Hanson-Bennett Magazine Agency, subscription	10.50
Brabandt & Valters Book Binding Co., binding	1,668.76
Geo. E. Koehler & Son, binding	1,378.85
Northwestern Bindery, binding	814.29
John Seybold, marking on backs of books.	104.38
Burgmeier Book Bindery, binding	77.75
Gane Bros. & Co., paste	6.00
Tucker-Kenworthy Co., printing, etc., May bulletin	115.75
Dwight Bros. Paper Co., paper	86.28
J. W. Butler Paper Co., paper	10.92
J. Manz Engraving Co., half-tones	10.46
Swigart Paper Co., paper	200.87
Bradner Smith & Co., paper	46.05
Chicago Paper Co., paper	40.38
Library Bureau, cards, shelf label holders, etc.	95.62
Holmes Co., engraving, etc.	150.00
Cameron, Amberg & Co., printing, etc.	79.25
James Watson & Co., printing	61.00
Max Stern's Sons, printing	44 50
Peterson Linotyping Co., composition and electros	5.00
Geo. E. Cole & Co., stationery	74.87
P. A. Salisbury-Schulz Co., pencil, date holders, ink, pads, etc.	56.67
Dennison Mfg. Co., gummed labels, etc.	26.90
Goodyear Rubber Co., rubber bands	14.50
A. B. Dick Co., paper and ink	12.50
Standard Ink Co., ink	5.00
Automatic Pencil Sharpener Co., repairs, etc.	3.38
Gaylord Bros., charging trays, bookmarks, posters, etc.	125.67
Hammond Typewriter Co., ribbon coupons, etc.	10.80
H. G. Wilson, Sec'y, cash expenditures, May, 1919	435.84
	$16,673.69

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Ryder Fund Income Account:

Costa, Capriata & Co., books	$ 57.39
Houghton Mifflin Co., books	6.28
	$63.67

Rental Collection:

A. C. McClurg & Co., books	$174.20

Director Shutter presented the following recommendations:

That the following schedule of book lists recommended by the Librarian, be ordered published:

Main Collection:	1496 vols., (202 pamphlets)	$1627.00
Deposit Collection:	874 vols.,	875.00
Branch Collection:	675 vols.,	691.00
High School Collection:	70 vols.,	67.00
Thomas Hughes Collection:	4 vols.,	4.00
Ryder Collection:	18 vols.,	58.00
Rental Collection:	66 vols.,	66.00
	3203 vols., (202 pamphlets)	$3388.00

That a list of miscellaneous bills herewith submitted, amounting to $65.25, be paid from the incidental fund.

That the Library purchase a work entitled "The Decoration of the Palace Buildings in Peking" at a cost of $200.00 net.

That the Secretary be authorized to send a deposit of $500.00 to the Library of Congress for catalog cards.

Director Healy moved the adoption of the recommendations.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

The Librarian presented a communication from Wm. H. Dudley, Specialist in Visual Instruction, Bureau of Education, Washington, D. C., in reference to establishing a depository in the Public Library building for the distribution of Government films.

Director Shutter moved that the communication be referred to the Committee on Library.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Joseph A. Conforti, page, June 6.

Evelyn W. Casey, library typist, June 10.

Anna J. Ferguson, principal assistant, June 10.

It is further recommended that leaves of absence be granted as follows:

Genevieve O'Leary, senior assistant, three months from June 16.

Alvin Beck, elevator operator, extension of leave for six months from June 2.

We also recommend that the salaries in the special grade of multigraph operators be revised to read as follows:

Group D	$ 840
Group C (at least one year's service in lower group)	900
Group B (at least one year's service in next lower group)	960
Group A (at least one year's service in next lower group)	1020

Respectfully submitted,

R. G. SHUTTER,
FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, June 9, 1919.

He. also, presented the list of vacancies and appointments for May, 1919, which was received and ordered published.

The following is the list:

Mae Aaron, junior library assistant, separated May 18.

Bertram Bell, page, resigned May 16.

Lester H. Buchbinder, page, appointed temp. May 19, $480 per year.

Kathleen Burke, junior library assistant, separated May 18.

Davis Cook, page, separated May 4.

Leonard Davis, page, appointed temp. May 14, $480 per year.

Charlotte Foreman, junior library assistant, separated May 7.

Roy S. Gagen, elevator operator, appointed temp. May 12, $1,200 per year.

Leo Heineman, page, separated by death May 5.

Genevieve Hoven, junior library assistant, separated May 25.

Vivian Jacobs, janitor, resigned May 10.

Lillian Kennedy, junior library assistant, resigned May 16.

Carl Leonard, page, appointed temp. May 12, $480 per year.

Anthony R. Maggio, page, separated May 22.

Raymond Marks, page, separated May 4.

Helen P. Mason, junior library assistant, separated May 25.

Rosander Myers, page, separated May 22.

Marie T. Novak, junior library assistant, separated May 2.

Ruth V. Peterson, senior library assistant, resigned May 16.

Ruth Pierce, junior library assistant, separated May 10.

Libby Podrofski, junior library assistant, appointed temp. May 26, $600 per year; separated May 27.

Lincoln C. Porter, page, separated May 6.

Ardelle Pralle, junior library assistant, appointed temp. May 26, $480 per year.

Lydia G. Robinson, editor of publications, appointed temp. May 26, $1,560 per year.

Nellie G. Ryan, junior library assistant, appointed temp. May 12, $600 per year.

Margaret Saunders, junior library assistant, appointed temp. May 19, $600 per year.

Mrs. Lillian Skuse, janitress, appointed temp. May 5, $1,020 per year.

Jean Turgeon, junior library assistant, separated May 28.

Florence G. Votipka, junior library assistant, appointed temp. May 5, $480 per year.

Isadore White, page, appointed temp. May 15, $480 per year.

Herschel Williams, page, appointed temp. May 8, $480 per year.

Mary Worley, junior library assistant, appointed temp. May 21, $600 per year; separated May 26.

He, also, presented the following report and moved that the recommendation contained therein be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—We submit herewith revised schedules of staff allotments in the several departments of the Main Library and in the Branches, showing additions to the number of persons in various departments and branches since the schedule adopted by the Board on April 24, 1916. In every case these additions are made necessary by increase in the volume of work done, and nearly all will be made by promotions of persons now in the service in lower grades. We recommend that the Librarian be authorized to arrange for appointments to cover such additions, so far as possible, from current eligible lists resulting from recent Civil Service examinations, with due consideration under the Civil Service rules for the qualifications of individuals for the existing vacancies.

The allotments in the following schedules are to be regarded as the maximum in each case, and may be reduced by the Librarian when decrease in volume of work warrants such reduction.

	V	IV	III	II	I	M	P	T	BR
(a) Administration	1	1	1		1		2		
Accessions		2	4	3	3		2	1	
Arts and Music	1			1	1		1		
Bindery	1		1	1			1		13
Branch	1	1	1	5	6		2		
(b) Catalog	1	4	3		2				
Circulation	1	2	1	3	16		19		
(c) Civics and Documents	1	2	2	5	2		1		
Deposits	1	1	1	3	13		3		
Evening and Holiday	1		2		1	2	10		
Instruction	1				1				
Loan Record	1	1	1	3	1				
Periodicals	1	1		1	1				
Publications		1	1		1				
Reference	1	1	5	4	1		1		
Registry	1	1	2	1	7			2	
Schools			1	2			2		
Stations	1	1	2	5	17	1	3		
Thos. Hughes Room			1	1	1		1		

(a) In Administration Division, also one senior and one junior stenographer (Librarian's Office).

(b) In Catalog Division, also two multigraph operators.

(c) Includes two Document Catalogers in Grade III.

In the Branches, staff allotments are based upon annual circulation according to the following classification:

	Annual Circulation
Class A	20,000 to 40,000
" B	40,000 to 60,000
" C	60,000 to 80,000
" D	80,000 to 100,000
" E	100,000 to 120,000
" F	120,000 to 140,000
" G	140,000 to 160,000
" H	160,000 to 180,000
" I	180,000 to 200,000
" J	200,000 to 220,000
" K	220,000 to 240,000
" L	240,000 to 260,000

The branch schedule is therefore as follows:

	IV	III	II	I	M	P
Class L						
Woodlawn	1		5	7		3
Class K						
Douglas	1		5	7		3

Class I				
Humboldt	1	4	6	3
Kelly	1	4	6	3
Sheridan	1	3	6	3
Class H				
Lewis	1	3	5	3
Class G				
Austin	1	3	4	2
Class F				
Blackstone	1	2	4	2
Logan	1	2	4	2
Class E				1
Butler	1	3	3	1
Hebrew	1	3	3	1
Lincoln	1	3	3	1
Ogden	1	3	3	1
Rogers	1	3	3	1
W. 26th St.	1	3	3	1
Class D				
Hamilton	1	1	2	1
Sherman	1	1	2	1
Class C				
Bessemer		1	3	1
Dvorak		1	3	1
Eckhart		1	3	1
Hamlin		1	3	1
Holstein		1	3	1
Mark White		1	3	1
Morse		1	3	1
Seward		1	3	1
Stanford		1	3	1
Sumner		1	3	1
Shedd		1	3	1
Class B				
Cornell		1	1	1
Fuller		1	1	1
Hardin		1	1	1
Independence		1	1	1
Kosciuszko		1	1	1
McKinley		1	1	1
Palmer		1	1	1
Pulaski		1	1	1
Scanlan		1	1	1
Stanton		1	1	1
Walker		1	1	1
Class A				
Armour		1	1	
Davis		1	1	
Forestville		1	1	
High Schools	1	1	2	1

Respectfully submitted,

R. G. SHUTTER,
FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, June 9, 1919.

Director Shutter also presented the following list of bills and moved that the bills be ordercd paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

H. G. Wilson, Sec'y, additional moneys for petty cash fund (revised by-laws, March 10, 1919)	$ 500.00
United States Audit Co., auditing books and accounts, quarter ended Feb. 28, 1919	43.75
	$543.75

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150 00
Lewis Institute, rent, W. Madison St. Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek, rent, West 26th Street Branch	75.00
S. J. Christley, rent, Edison Park Branch	20 00
Commonwealth Edison Co., electric current	252.75
Peoples Gas Light & Coke Co., gas	8.06
Hicks & Taylor Coal Co., coal	24.80
Chicago Telephone Co., telephone service	125.11
H. J. Troch, street sprinkling, branch libraries	4.00
Toll Bros, laundering towels	58.35
Chicago Linen Supply Co., laundering towels	27.40
Individual Towel & Cabinet Service Co., clean towel supply	24.00
A. P. W. Paper Co., toilet supplies	38.25
Haegele Ice Co., ice	29.96
Citizens Service Bureau, street sprinkling, sidewalk cleaning service, etc	72.02

L. Gould & Co., twine, etc	50.54
Remien & Kuhnert Co., shellac, alcohol, etc	26.60
Buchanan Bros., street sprinkling, main library	18.00
United States Tent & Awning Co., rent of tent	50.00
Marshall Field & Co., U.S. flags	11.70
F. P. Burke, photographs	8.40
Pottinger-Flynn Coal Co., coal	1,267.70
Hollow Center Packing Sales Co., gaskets	24.90
O. C. Keckley Co., blades	7.35
Crane Co., pipe, tinned straps, ells, etc	6.84
Wausau Excelsior Corporation, excelsior	6.00
Carson Pirie Scott & Co., cheesecloth	4.20
Electric Lamp & Products Co., lamps	42.90
C. E. Case, lamps	21.45
Gallaher & Speck, machinists labor and material	16.70
Inland Electric Co., electrical supplies	6.92
Frank Scaar & Co., dumb waiter gates	25.00
Armour Soap Works, soap powder	19.85
Bullard & Gormley Co., hardware	7.40
Alfred S. Alschuler, professional services, alterations, Woodlawn Branch	354.17
G. R. Martin, removing partitions, etc., Butler House Branch	45.00
George Green Lumber Co., compo boards	23.76
Dahl-Stedman Co., 2d payment, general work, regional branch	10,000.00
Standard Oil Co., gasoline	219.36
Swinehart Tire & Rubber Co., rubber tires	54.69
Chicago Auto Equipment Co., casing	29.65
Thermoid Rubber Co., tire	24.15
Goodyear Truck Tire Sales Co., flanges and bolts	14.40
Republic Truck Co., automobile parts	31.09
Stromberg Motor Devices Co., one carbureter	21.50
Samuel Harris & Co., machinists labor and supplies	12.14
Wayman & Murphy Co., auto part	6.00
C. A. Roberts Co., steel tubing	3.60
Maypole Garage, auto storage, etc	30.75
Milwaukee Ave. Garage, auto storage	9.00
H. G. Wilson, Sec'y, cash expenditures, May, 1919	64.14
	$14,395.55

He, also, presented the following list of bills for maintenance of the Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Commonwealth Edison Co., current	26.59
Chicago Telephone Co., service	3.75
	$30.34

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report that the new regional branch library at Crawford avenue and Monroe street is now in the stage of construction where it is necessary to carry fire insurance, and at the instruction of the Committee the Secretary received proposals for insurance as follows:

Fred A. Phillips, 50 cts. per hundred for a five-year term.

Rollins Burdick & Hunter, 25 cts. per hundred for a five-year term.

G. B. Davidson, 18 cts. per hundred for a five-year term.

The understanding being that insurance will be added from time to time as the building progresses and at the completion of the building the policies will be rewritten at the same rate for the amount of insurance on the building and contents which the Board may wish to carry.

Your Committee recommends that the Secretary be authorized to place $50,000.00 insurance with G. B. Davidson, the lowest bidder, at 18 cts. per hundred for a term of five years, and that he be authorized to place additional insurance from time to time as the condition of the building will warrant.

All of which is respectfully submitted,

C. E. Schick,
James J. Healy,
Committee on Buildings and Grounds.

June 9, 1919.

SPECIAL COMMITTEES.

The Special Committee on ceremonies in connection with laying the corner-stone of the new branch library presented the following report which was received and ordered printed:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Special Committee appointed to prepare for the ceremony of laying the corner-stone of the new Henry E. Legler Branch begs leave to report the completion of its work.

The exercises were held on Memorial Day, May 30, at ten o'clock forenoon, in the presence of a large gathering of residents of the locality, and invited guests. After an impressive invocation by the Rev. James A. Jenkins, D.D., the President of this Board acting as chairman made an introductory address, explaining the plans and purposes of the new building. Addresses were also made by Director Jonas, in behalf of this Board, and by the Hon. Robert M. Sweitzer, representing the West Side. The record of articles placed within the corner-stone was read by Dr. Max Henius, the former President of the Board under whom the regional branch plan was inaugurated. The stone was then duly laid by the Hon. William Hale Thompson, Mayor of Chicago, who took occasion to congratulate the Board on the undertaking and express his pleasure with the Board's conduct of affairs. Music was supplied by the Imperial Quartette.

The entire program was most successfully and gracefully carried out; the addresses were uniformly of a high order and the entire tone of the gathering was one of pleasure and satisfaction. No one present could fail to be convinced of the pride and anticipation with which the citizens of the West Side look forward to the new building, and the exercises here described, besides fitly marking the beginning of building operations, contributed not a little to making the project widely and favorably known. In this connection we owe a word of appreciation to the daily newspapers, all of which gave space to extended notices both before and after the event.

The work of your Special Committee is therefore ended and it will consider itself discharged.

Following is a list of the articles that were placed in a copper box and enclosed within the corner-stone:

Copies of all printed proceedings of the Board containing the record of action taken regarding this building.

Copy of the pamphlet entitled "A Library Plan for the Whole City; proposed system of Regional Branches," adopted by the Board November 27th, 1916.

Copy of latest annual report of the Chicago Public Library.

Copy of Chicago Public Library Book Bulletin, September, 1917, containing record of the death of Henry E. Legler together with a portrait and sketch of his life.

Copy of latest Book Bulletin, May, 1919.

Copy of "Libraries of Chicago," published by the Chicago Library Club.

By-laws, rules and reports of the Public Library Employés' Pension Fund.

A set of plans of this building.

A picture of the building, reproduced from the architect's water color sketch.

A copy of the invitation and program for the laying of the corner-stone.

A set of the five Liberty Loan buttons and the medal issued to the Chicago Public Library for patriotic service in behalf of the Liberty Loans.

Copies of the Chicago morning papers of this date.

Photographs of the site, taken last winter.

An itemized account of the expenditures from the special appropriation of $500 granted to this Committee has been submitted to your Board in another place.

All of which is respectfully submitted.

ALFRED E. BARR,
CHARLES E. SCHICK,
JAMES J. HEALY,
H. G. WILSON,
C. B. RODEN,
Special Committee.

CHICAGO, June 9, 1919.

REPORTS.

The Librarian presented his statistical report for May, 1919, which was received and ordered published.

NEW BUSINESS.

The President, Director Barr, presented the following resolution on the death of Mrs. Lawrence Cuneo and moved its adoption.

Carried.

The Board of Directors has heard with sorrow of the death of Mrs. Lawrence Cuneo, wife of a fellow member of this Board, and takes this opportunity to express its sympathy to Mr. Cuneo in his bereavement.

On motion of Director Shutter, the Board adjourned.

A. R. Wilson
Secretary.

REPORT OF LIBRARIAN FOR MAY, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of May was 591,394; for the corresponding month of the previous year 521,390. The circulation was from the following sources:

Central Library	66,630
Branches	374,150
Stations	36,467
Traveling Libraries	87,170
Deposits and Miscellaneous	26,977
	591,394

The following is a summary of the books obtained at the Central Library:

Main Collection	27,359
Open Shelf	28,856
Hughes Room	4,329
Music Room	2,480
Information Desk (Teachers and special cards)	1,926
Miscellaneous	515
Books for the Blind	879
Documents	286
	66,630

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,959	188	3,147
Austin	12,583	346	12,929
Austin High	6,306	....	6,306
Bessemer Park	7,397	200	7,597
Blackstone	12,393	417	12,810
Burr School	10,336	219	10,555
Cornell Square	4,104	178	4,282
Davis Square	2,908	107	3,015
Douglas Park	18,193	1,761	19,954
Dvorak Park	4,614	96	4,710
Eckhart Park	4,850	426	5,276
Englewood High	3,677	....	3,677
Forestville School	3,545	155	3,700
Fuller Park	5,014	115	5,129
Hamilton Park	8,158	293	8,451
Hamlin Park	5,208	78	5,286
Hardin Square	4,475	150	4,625
Harrison High	6,812	....	6,812
Hebrew Institute	8,393	529	8,922
Holstein Park	5,339	133	5,472
Humboldt	16,623	2,317	18,940
Independence Park	5,890	147	6,037
Kelly	17,542	402	17,944
Kosciuszko	4,494	70	4,564
Lake View High	5,034	....	5,034
Lewis Institute	14,539	496	15,035
Lincoln Center	8,834	287	9,121
Logan Square	10,632	347	10,979
McKinley Park	5,275	57	5,332
Mark White Square	6,507	102	6,609
Marshall High	4,395	216	4,611
Morse School	5,600	415	6,015
Ogden Park	10 769	178	10,947
Palmer Park	4,768	115	4,883
Pulaski Park	4,262	89	4,351
Rogers Park	9,640	134	9,774
Scanlan School	4,880	98	4,978
Senn High	5,251	....	5,251
Seward Park	6,165	370	6,535
Shedd's Park	5,367	203	5,570
Sheridan Park	15,897	345	16,242

Sherman Park	7,220	129	7,349
Stanford Park	3,456	97	3,553
Stanton Park	4,126	129	4,255
Sumner School	4,784	186	4,970
Walker	3,707	118	3,825
West North Ave	11,032	619	11,651
West 26th Street	9,821	97	9,918
Woodlawn	20,376	854	21,230
Total	374,150	14,008	388,158

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	3,133	139	3,272
Argyle	836	..	836
Armitage	1,126	57	1,183
Assoc. House	3,011	1,067	4,078
Avondale	1,837	70	1,907
Birchwood	2,973	..	2,973
Butler House	2,937	321	3,258
Cheltenham	1,420	48	1,468
Chicago Ave	884	197	1,081
Chicago Lawn	2,560	..	2,560
Cicero Ave	868	32	900
Dauphin Park	1,141	90	1,231
Diversey Ave	1,518	29	1,547
Dunning	1,708	..	1,708
East Rogers Park	1,317	79	1,396
East Sixty-first St.	576	147	723
E. Thirty-first St.	987	587	1,574
Edison Park	1,323	..	1,323
Fernwood	843	..	843
Gage Park	1,022	..	1,022
Garfield	1,000	193	1,193
Grand Ave	1,277	830	2,107
Grand Crossing	1,103	64	1,167
Greenview	739	10	749
Hegewisch	1,350	..	1,350
Hermosa	1,708	..	1,708
Homan	1,868	200	2,068
Irving Park	777	14	791
Jefferson Park	1,938	..	1,938
Lakeview	400	..	400
Larrabee St	1,817	673	2,490
Lawndale	2,155	..	2,155
LeMoyne	626	83	709
Longwood	1,012	..	1,012
Madison Street	1,143	545	1,688
Mayfair	1,239	..	1,239
Milwaukee Ave	1,345	526	1,871
Montrose	2,003	..	2,003
North Clark St	814	426	1,240
Norwood Park	636	..	636
Park Manor	3,906	232	4,138
Paulist Settlement	No Report		
Ravenswood	2,101	159	2,260
S. Ashland Ave	1,169	635	1,804
Southport Avenue	321	101	422
South Shore	664	24	688
S. Western Ave	1,006	253	1,259
Trumbull Park	1,327	..	1,327
Wakeford	2,575	92	2,667
Washing'n Heights	595	..	595
West Englewood	1,512	..	1,512
West Harrison St.	1,113	712	1,825
West Pullman	2,441	..	2,441
West Ravenswood	2,176	166	2,342
W. Sixteenth St.	2,801	232	3 033
W. Sixty-ninth St.	995	32	1,027
West Twelfth St.	2,350	1,965	4,315
Wieboldt	2,551	..	2,551
Windsor Park	597	..	597
Total	87,170	11,030	98,200

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	374,150	14,008	388,158
Traveling Libraries	87,170	11,030	98,200
Business House Deposits	24,525	1,118	25,643
Miscellaneous References	2,452	.....	2,452
Total	488,297	26,156	514,453

Of the 36,467 books supplied through the Stations Department, 14,008 were sent to 44 branches and 22,459 to 63 stations. The books supplied for the same month of the preceding year numbered 37,911 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 22,746.

REFERENCE ROOM.

Number of books issued from stacks 25,682
Number of recorded visitors 10,775

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 2,452; reference questions, 1,043.

ARTS AND CRAFTS ROOM.

Books consulted, 4,257. Visitors, 972.

HUGHES ROOM.

Volumes circulated, 4,329; pictures circulated, 2,759; recorded visitors, 2,920. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,705; bound newspapers, 434. Visitors, 1,351.

CIVICS ROOM.

Magazines issued, 2,232; directories consulted, 2,716; bound documents used, 1,144; books, 737; pamphlets, 10,620; visitors, 6,204.

STUDY ROOM.

Volumes consulted, 1,663. Visitors, 3,656.

READING ROOM.

Periodicals issued at the counter at Central Library, 12,158. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 74,613.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 6,143; issued in May of the previous year, 5,440.

Number of juvenile cards issued, 2,175; research cards, 2; vacation cards, 11; teachers' cards, 95. The number of three-year cards outstanding is 214,827.

BINDERY DEPARTMENT.

Number of books at binderies May 1, 1919	15,886
Number of books sent to binderies in May, 1919	8,082
Total number of books at binderies in May, 1919	23,968
Number of books received from binderies in May, 1919	7,314
Number of books at binderies June 1, 1919	16,654
Number of books repaired in Library in May, 1919	5,141

GROWTH OF THE LIBRARY.

The total number of volumes in the Library May 31, 1919, was 993,182. Received since June 1, 1918, 165,570; since May 1, 1919, 8,623. Books worn out and discarded since June 1, 1918, 41,150; since May 1, 1919, 4,169. Books lost and paid for since June 1, 1918, 4,134; since May 1, 1919, 872. Books found and money refunded since June 1, 1918, 304; since May 1, 1919, 37.

CARL B. RODEN,
Librarian.

CHICAGO, June 9, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JUNE 23, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Schick, Jonas, Beroth and Tollkuehn.

Absent—Directors Shutter, Gessler and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held June 9, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Director Cuneo and family acknowledging receipt of the Board's expression of sympathy on the death of his wife.

Received and placed on file.

COMMITTEE ON LIBRARY.

Director Jonas, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Jonas, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committe on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase·

Main Collection:	1312 vols., (131 maps) (3 pamphlets)	$1348.00
Deposit Collection:	1026 vols.,	927.00
Branch Collection:	304 vols.,	332.00
High School Collection:	65 vols.,	76.00
Rental Collection:	22 vols.,	22.00
	2729 vols., (131 maps) (3 pamphlets)	$2705.00

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
Committee on Library.

CHICAGO, June 23, 1919.

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Jonas, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—In response to advertisements duly published, requesting proposals for supplying current American books for the ensuing fiscal year, and for binding, rebinding and repairing various grades of library books during the same period, your Committee on Library has received sundry bids which were opened in the presence of the bidders at noon on Friday, June 20th. On the basis of these bids your Committee makes the following report:

Bids for supplying current American books were received from Marshall Field & Co. and A. C. McClurg & Co., respectively, offering the following discounts from regular retail prices:

	Regular Net	Technical Books	Long List	Popular Copyright	Burt Home Library
Marshall Field & Co.....	35½%	15%	....	$0.50	$0.65
A. C. McClurg & Co.....	34%	16⅔%	45%	$0.50	$0.67

After a thorough examination of the situation, your Committee recommends that a contract for supplying current American books for the year ending May 31, 1920, be entered into with Marshall Field & Co.

The bids for binding present a discouraging outlook, but one which seems unavoidable. All figures submitted indicate an increase of from ten to twenty-five per cent. in the several grades of work over last year's prices, and all of the bindery firms bidding are forced to reduce the number of books they feel able to handle. One firm has withdrawn altogether and expects to go out of business. Scarcity and high cost of labor and materials are given as the reasons for this condition. An effort was made to induce other firms to enter the library field, but only one responded, all others declaring their inability to take on new work in the present state of the labor and material market. The prospects are that we shall be unable to have all of our books bound or rebound as needed by a total deficit of at least 12,000 volumes. Increase in need for such work, due to continually increasiug use of library books, may bring this deficit up to 20,000 to 25,000 volumes during the year. We are informed that this condition prevails throughout the country, so that it would not even be possible to have some of our work done elsewhere. Meanwhile new books are costing us very much less than any other library in the country and a partial solution may be found in more liberal replacement by fresh copies and less careful conservation of old books through repairing and rebinding than formerly.

Our recommendations at this time are, therefore, as follows:

That all bids be accepted as they have been received.

That efforts to interest other firms in assuming part of the work be continued.

That supplementary arrangements be made as the situation may warrant, in accordance with further recommendations of this Committee from time to time.

Respectfully submitted,

EDGAR A. JONAS,
CARL O. BEROTH,
Committee on Library.

CHICAGO, June 23, 1919.

COMMITTEE ON ADMINISTRATION.

In the absence of the Chairman, Director Tollkuehn presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to submit the following recommendations:

That leave of absence be granted to Ruth Chandler for three months from July 6; to Marguerite McQuillen for four weeks from August 3.

That the request of Bessie H. Palmer Gibbons for leave of absence for one year be denied.

That the following resignations be accepted with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—Walter Roth, June 14; William Felsher, June 25.

Library typist — Florence Ciovino, June 23.

Janitress—Josephine Cubecheck, June 25.

Respectfully submitted,

FRANK F. TOLLKUEHN,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, June 23, 1919.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Jonas, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report that bids for supplying the main library and branches with coal for the ensuing year were opened on the 20th inst. and were as follows:

MAIN LIBRARY.

Name	Bituminous	Price per ton	Pocahontas	Price per ton
Consumers Co.	4th Vein Ind. 1¾ in. Screenings, Ver. Co.	$4.41	McDowell Co., W. Va.	$6.53
Henry Hafer & Son Coal Co.	Carterville Wms. Co. Ill. 2 in. Screenings	4.95	.....	.....
Edwin F. Daniels & Co.	1¼ in. Indiana Gas Coal Screenings	4.75	.....	.....
Pottinger-Flynn Coal Co.	4th Vein 1¼ in. Screenings	4.95	.....	6.95
F. G. Hartwell Co.	2 in. Franklin Co. Screenings	4.95	McDowell Co., W. Va.	6.10
	2 in. Screenings, Big Muddy Coal & Iron Co. Mine, Ill.	5.45	.....	.....

BRANCHES.

		*Blackstone	*Kelly	*Humboldt	Walker	Woodlawn	Doug. Pk.
Consumers Co.	Small egg	$11.95	$11.95	$11.95	$.....	$.....	$.....
	No. 2 Chestnut	10.75	10.75	.....	.....	.....	.....
	Range	.....	.....	.....	11.70	.....	.....
	Pocahontas	.....	.....	.....	.....	7.25	7.25
Henry Hafer & Son Coal Co.	**Small egg	11.95	11.95	11.95	.....	.....	.....
	**No. 2 Chestnut	10.75	10 75	.....	.....	.....	.....
	Range	.....	.....	.....	11.55	.....	.....
	†Pocahontas	.....	.....	.....	.....	7.00	7.00
Pottinger-Flynn Coal Co.	Pocahontas	.....	.....	.....	.....	7.25	7 00
F. G. Hartwell Company	Small egg	12.00	12.00	12.00	.....	.....	.....
	No. 2 Chestnut	11.00	11.00	.....	.....	.....	.....
	Range	.....	.....	.....	12.10	.....	.....
	Pocahontas	.....	.....	.....	.....	7.25	7.25

*Delivered in bags. **June or July delivery. †Delivery before Aug. 10, 1919.

On the recommendation of the Chief Engineer of the Library, your Committee recommends that a contract for supplying the main library building with coal for the year beginning July 1, 1919, be awarded to the Pottinger-Flynn Coal Company for "Pocahontas Slack" on their bid of $6.10 per ton.

On the supply of coal for branches, your Committee recommends that a contract for Anthracite coal be awarded to the Consumers Company in accordance with their bid, and on the two branches using Pocahontas coal that a contract be awarded to the Pottinger-Flynn Coal Company on their bid of $7.25 per ton delivered to the Woodlawn Branch and $7.00 per ton delivered to the Douglas Park Branch.

Respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
Committee on Buildings and Grounds.

June 23, 1919.

SPECIAL COMMITTEE ON LEGISLATION.

The President, Director Barr, called upon the Secretary for a report of the Committee.

The Secretary reported, informally, that the State Library Act had been amended, making the fiscal year of public libraries throughout the state conform to the calendar year. Also that in connection with legislation changing the assessed valuation of property for purposes of taxation from one-third to one-half of the real value the various tax rates had been reduced proportionately. The rate for library purposes for the City of Chicago was changed from one mill to two-thirds of a mill, and the minimum rate under the provisions of the "Juul Act" from eight-tenths of a mill to five and one-third tenths of a mill.

REPORTS.

The Secretary presented the report of the United States Audit Company on the audit of the books and accounts for the three months ended May 31, 1919, which was received and ordered published.

The following is the report:

June 21st, 1919.

To the President and Board of Directors,
The Chicago Public Library,
Chicago.

Gentlemen:—In accordance with your instructions, we have audited the books and accounts of the Chicago Public Library for the three months ended May 31, 1919.

We compared the Vouchers with the entries in the Cash Book and Voucher Record, and verified the Receipts from Fines, Books Lost, Deposits, etc., by a comparison with the Branch Library Daily Receipt books and stubs of the Deposit Receipt books.

We proved the footings of all books of original entry and traced the postings therefrom to the General Ledger.

We verified the Cash Account by checking the Bank accounts and counting the Cash in the office.

We inspected and checked the Securities representing the various Investments with the Secretary, Mr. Wilson, and Director Shutter.

We compared the Receipts, as shown by the City Treasurer, with the amounts as shown on the books of the Library, and found them to be in agreement.

We submit herewith various statements, as indexed, which contain full details of the transactions of the period under review. Same are correct and in accordance with the books.

Yours very truly,

UNITED STATES AUDIT CO.
WHITNEY B. FLERSHEM,
Certified Public Accountant.

FUNDING BALANCE SHEET, MAY 31, 1919.

Fund Assets.

Public Library Fund:

Taxes Collectible 1917	$ 32,765.96	
Taxes Collectible 1918	473,147.58	
		$505,913.54
Balance in hands of City Treasurer		133,229.03
Total Public Library Fund Assets		$639,142.57

Current and Trust Funds:

Bonds	272,827.96	
Certificate of Deposit	172.04	
Cash	10,258.99	
Petty Cash	499.98	
Total Current and Trust Funds		283,758.97
Total Assets		$922,901.54

Fund Liabilities.

Public Library Fund		$639,142.57
Petty Cash		500.00

Current and Trust Funds:

Kelly Fund	$200,000.00		
Kelly Fund Increment	65,000.00		
Kelly Branch	1,283.91		
Ryder Fund	10,000.00		
Ryder Fund Income	78.15		
Beecher Fund Income	7.54		
Jackson Fund	1,000.00		
Jackson Fund Income	186.50		
Security Deposits	1,437.35		
Special Deposits	100.00		
Rental Collections	2,147.87		
Insurance Fund	17.65		
Beecher Fund	2,000.00		
		283,258.97	
Total Fund Liabilities			$922,901.54

Library Fund—Cash Receipts and Disbursements for the Three Months Ended May 31, 1919.

Receipts.

Taxes 1918	$393,063.45	
Less Tax Warrants Redeemed	135,000 00	
		258,063.45
Sale of 1918 Tax Warrants		60,000.00
Interest on Balance with City Treasurer		262.25
Quarterly Receipts		2,296.57
Total Cash Receipts		$320,622.27
Add: Balance February 28, 1919		20,835.25
		$341,457.52

Disbursements.

Salaries: Main Library	$ 69,546.82		
Branches	42,508.61		
Delivery Stations	3,413.50		
		115,468.93	
Delivery Stations: Miscellaneous		1,262.48	
Branches: Miscellaneous		4,904.19	
Books		36,645.76	
Binding		11,232.62	
Finding Lists		1,766.65	
Printing and Stationery		3,137.94	
Periodicals		680.91	
Miscellaneous Expense		1,157.85	
Fuel		4,263.06	
Heating and Generating Plant		609.32	
Electric Supplies and Repairs		209.58	
Elevator Supplies and Repairs		205.78	
Janitors' Expense		234.12	
Furniture and Fixtures		383.55	
Insurance		1,799.51	
Freight and Expressage		93.77	
Postage		943.69	
Books Lost and Paid for—Refunds		134.91	
Repairs, Alterations and Improvements		892.08	
Branch Buildings		22,000.00	
Interest on Tax Warrants		201.79	
Total Disbursements			208,228.49
Balance on hand May 31, 1919			$133,229.03

Current and Trust Funds.

Cash Receipts and Disbursements for the Three Months Ended May 31, 1919.

Receipts.	Total.	May.	April.	March.
Kelly Branch	1,866.90	234.30	1,484.31	148.29
Ryder Fund Income	81.25	40.00	20.00	21.25
Jackson Fund Income	25.00	.....	25.00	.....
Rental Collections	490.00	147.56	144.93	197.51
Secretary's Petty Cash	1,498.86	499.99	499.79	499.08
Miscellaneous	554.78	220.95	109.41	224.42
Finding Lists	119.38	34.15	44.46	40.77
Books Lost and Paid for	1,622.41	846.61	436.33	339.47
Deposits	1,023.35	327.35	343.80	352.20
Fines	8,612.04	2,833.67	2,952.47	2,825.90
Bonds	11,000.00	4,000.00	7,000.00	.....
Accrued Interest	17.00	.....	17.00	.....
Total Receipts	26,910.97	9,184.58	13,077.50	4,648.89
Add: Cash Balance Feb. 28, 1919	5,892.86	12,885.77	5,122.12	5,892.86
	$32,803.83	$22,070.35	$18,199.62	$10,541.75
Disbursements.				
Treasurer	$ 2,296.57	$1,101.71	$ 590.20	$ 604.66
Pension Fund	8,612.04	2,833.67	2,952.47	2,825.90
Kelly Branch	2,698.72	903.06	855.17	940.49
Ryder Fund Income	205.20	80.10	85.10	40.00
Books	119.43	56.59	23.09	39.75
Branches	54.21	16.35	8.34	29.52
Books Lost and Paid for—Refunds	134.91	36.58	38.08	60.25
Deposits	982.75	347.40	316.60	318.75
Delivery Stations—Miscellaneous	18.88	7.74	10.89	.25
Freight and Expressage	23.77	12.06	4.92	6.79
Heating and Generating Plant	4.75	1.70	3.05	....
Miscellaneous Expense	107.75	38.35	12.27	57.13
Periodicals	78.08	12.33	53.75	12.00
Postage	943.69	312.82	340.48	290.39
Printing and Stationery	12.49	5.46	3.32	3.71
Rental Collections	55.77	30.45	14.32	11.00
Insurance Fund	156.53	2.84	.....	153.69
Janitors' Expense	.90	.....	.90	.....
Bonds	6,000.00	6,000.00	.....	.....
Beecher Fund Income	37.50	12.15	.....	25.35
Binding	.90	.....	.90	.....
Total Disbursements	22,544.84	11,811.36	5,313.85	5,419.63
Cash Balance May 31, 1919	$10,258.99	$10,258.99	$12,885.77	$5,122.12

Current and Trust Funds—Summary of Balances For the Three Months Ended May 31, 1919.

	March.	April.	May.
Kelly Fund	$ 200,000.00	$200,000.00	$200,000.00
Kelly Fund Increment	65,000.00	65,000.00	65,000.00
Kelly Branch	1,323.53	1,952.67	1,283.91
Ryder Fund	10,000.00	10,000.00	10,000.00
Ryder Fund Income	183.25	118.25	78.15
Beecher Fund	2,000.00	2,000.00	2,000.00
Beecher Fund Income	19.69	19.69	7.54
Jackson Fund	1,000.00	1,000.00	1,000.00
Jackson Fund Income	161.50	186.50	186.50
Security Deposits	1,430.20	1,457.40	1,437.35
Special Deposits	100.00	100.00	100.00
Rental Collections	1,900.15	2,030.76	2,147.87
Incidental Fund (Petty Cash)	500.00	500.00	500.00
Insurance Fund	20.49	20.49	17.65
	$283,638.91	$284,385.76	$283,758.97
Less: Amount due from City Comptroller for Secretary's Petty Cash Fund	499.79	499.99	499.98
Due Account Accrued Interest	17.00	.....	....
	$ 516.79	$ 499.99	$ 499.98
	$283,122.12	$283,885.77	$283,258.99
Made up as follows:			
Bonds—Book Value	$277,827.96	$270,827.96	$272,827.96
Certificate of Deposit	172.04	172.04	172.04
Cash	5,122.12	12,885.77	10,258.99
	$283,122.12	$283,885.77	$283,258.99

Reconciliation of Investment Account May 31, 1919.

Bonds Counted June 18, 1919	$269,500.00
Add: Receipt of first payment on Victory Loan Bond of $10,000.00 subscribed at North Avenue State Bank	1,000.00
Three South Park Commissioners Bonds of $1,000.00 Each Redeemed June 3, 1919	3,000.00
Investment Account—Par Value May 31, 1919	$273,500.00

Reconciliation of Cash Account May 31, 1919.

First National Bank:	
Balance per Bank Statement	$ 7,085.53
Deduct: Outstanding Checks	41.50
Balance per Books	7,044.03

Union Trust Company:		
Balance per Bank Statement	6,737.45	
Deduct: Outstanding Checks	453.54	
Balance per Books		6,283.91
Illinois Trust and Savings Bank:		
Balance per Savings Account		272.19
Total Bank Balances		13,600.13
Add: Deposits June 1 to 20, 1919, inclusive:		
First National Bank	2,704.86	
Union Trust Company	3,680.00	
Illinois Trust and Savings Bank	90.00	6,474.86
		20,074.99
Deduct: Withdrawals June 1 to 20, 1919, inclusive:		
First National Bank	3,986.53	
Union Trust Company	426.48	4,413.01
Balance in Banks June 20, 1919, per Books		15,661.98
Add: Cash per Count June 20, 1919	718.31	
Disbursements June 1 to 20, 1919	1,026.77	1,745.08
		17,407.06
Deduct: Receipts June 1 to 20, 1919		7,148.07
Balance per Books May 31, 1919		$10,258.99

OUTSTANDING CHECKS, MAY 31, 1919.

First National Bank:

No. 6656	$ 2.70
6737	3.00
6886	2.00
6975	3.50
6992	2.25
7002	4.98
7006	3.25
7007	3.00
7008	3.00
7012	2.12
7014	1.50
7021	2.20
7023	2.00
7025	6.00
	$41.50

Union Trust Company:

2851	$ 15.35
2860	17.00
2865	10.20
2878	23.33
2879	17.00
2880	60.00
2881	72.50
2882	19.00
2883	30.00
2884	37.50
2885	37.50
2886	40.00
2887	37.50
2888	23.33
2889	13.33
	$453.54

The President, Director Barr, presented his annual report to the Board.

In the absence of the Librarian, who had been excused to leave on an early train for the A. L. A. Conference at Asbury Park, N. J., the President, Director Barr, presented the annual statistical report of the Librarian.

The Secretary presented his annual report.

Director Beroth moved that the report of the President, together with the reports of the Secretary and Librarian, be received and made the annual report of the Board, and that the Secretary be instructed to transmit a copy of the same to the City Council.

Carried.

Yeas—Directors Healy, Schick. Jonas, Beroth, Tollkuehn and the President—6.

Nays—None.

Director Beroth moved that the annual report of the Board be printed in pamphlet form, and that the Secretary be authorized to publish an edition of 1,000 copies at an estimated cost of $100.00 on the basis of 32 pages and cover.

Carried.

Yeas—Directors Healy, Schick, Jonas, Beroth, Tollkuehn and the President—6.

Nays—None.

On motion of Director Jonas, the Board adjourned.

A. L. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JULY 14, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick and Tollkuehn.

Absent—Directors Jonas, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held June 23, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Hon. Guy Guernsey, Alderman of the Seventh Ward, requesting on behalf of the Woodlawn Business Men's Association, the establishment of a branch library in the Hyde Park High School.

Referred to the Committee on Library.

COMMITTEE ON LIBRARY.

In the absence of a majority of the members of the Committee, Director Shutter moved that the matters in the hands of the Committee be considered in open Board.

Carried.

Director Shutter presented the following schedule of book lists recommended by the Librarian and moved that the lists be approved and recommended for purchase.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Main Collection:	664 vols., (61 pamphlets)	$3153.00
Branch Collection:	6 vols.,	8.00
Deposit Collection:	13 vols.,	14.00
School Deposit Collection:	2955 vols.,	2660.00
Ryder Collection:	1 vol.,	16.00
	3639 vols., (61 pamphlets)	$5851.00

He, also, presented a list of miscellaneous bills, amounting to $66.62, and moved that the bills be ordered paid from the incidental fund.

Carried.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

B. F. Stevens & Brown, books and subscriptions, £288/6/5 (est.)	$1.326.28
A. C. McClurg & Co, books	9,461.76
Clayton F. Summy Co., books	205 81
Richard L. Scbindler, books	200.00
A. L. A. Publishing Board, books	91.50
H. L. Hayward, books	84.00
C. V. Ritter, books	60.00
A. L. A. (Library War Service), books	50.00
E. P. Dutton & Co., books	32.15
R. L. Polk & Co., books	31.00
Princeton University Press, books	18.86
Wertsner & Wild, war posters	18.25
G. E. Stecbert & Co., books	17.50
Boston Music Co., books	14.00
Chivers Book Binding Co., books	9.89
Oxford University Press, books	8.54
H. W. Wilson Co., subscriptions	799.97
A. Kroch & Co., subscriptions	647.73
Asia Publishing Co., subscriptions	33.00
The Woman's Press, subscriptions	11.71
Brabandt & Valters Book Binding Co., binding	1,179.78
Geo. E. Koehler & Son, binding	1,025.11
Northwestern Bindery, binding	436.11
Josepb Flucke & Son, binding	430.00
Burgmeier Book Bindery, binding	225.50
John Seybold, marking on backs of books	125.73
Gane Bros. & Co., paste, etc	14.00
Tucker-Kenworthy Co., printing	148.25
Dwight Bros. Paper Co., paper	94.60
Swigart Paper Co., cardboard	106.16
Bradner Smith & Co., paper	103.86
Paper Mills Co., envelopes	10.26
J. W. Butler Paper Co., paper	6.38
Max Stern's Sons, printing	208.00
Cameron, Amberg & Co., cutting and blocking paper, etc	67.50
James Watson & Co., printing	48.25
Thompson & Co., mimeographing	10.60
Mead & Wheeler Co., cards and wallets	108.93
P. A. Salisbury-Schulz Co., clips and stamps	8 10
Geo. E. Cole & Co., stationery	46.56
American Type Founders Co., type	39.63
Hollis & Duncan, paper	35.36
Gaylord Bros., success binder, etc	33.42
M. B. Cook Co., typewritten ribbon coupons	33.00
Slade, Hipp & Meloy, gummed muslin	22.50
Albert Hancock Co., paper	21.50
Dennison Mfg. Co., glue, fasteners and labels	17.35
Goodyear Rubber Co., rubber bands	14.50
Tablet and Ticket Co., gummed letters	11.90
Rockwell-Barnes Co., folders	11.00
City Collector, pay-roll forms	10.84
International Time Recording Co., cards and repairing recorder	10.05
Universal Stamp and Stencil Works, ink pads and rubber stamps	6.70
A. B. Dick Co., paper	6.00
A. L. Kraemer Co., carbon paper	6.00
Gerts, Lumbard & Co., brushes	3.48
H. G. Wilson, Sec'y, cash expenditures, June, 1919.	526.59
	$18,335.45

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Rental Collection:

A. C. McClurg & Co., books	$58.50

Insurance Fund:

A. C. McClurg & Co., book	.75

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Director Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to submit the following recommendations:

That leave of absence without pay be granted to Lillian N. Fenneman for one year from September 11th, 1919, for the purpose of attending a library school.

That leave of absence of five weeks, beginning July 28th, be granted to Irma L. Snyder because of ill health.

That the request for one month additional leave for Helen F. Griffin be denied.

That the Librarian be authorized to

make requisition on the Civil Service Commission for thirty-four Junior Assistants, being the entire number of those who passed the examination held June 10th, to take the place of a corresponding number of temporary employés.

That the following resignations be accepted with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—Richard Ehrhardt, June 25; Elmer Schuldt, June 29; Benjamin Tigay, June 25.

Principal library assistant—Bessie H. Gibbons, June 22.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
FRANK F. TOLLKUEHN,
Committee on Administration.

CHICAGO, July 14. 1919.

He, also, presented the list of vacancies and appointments for June, 1919, which was received and ordered published.

The following is the list:

Julien C. Aldrich, page, appointed temp. June 18, $480 per year.

Jewel F. Alstad, page, appointed temp. June 14, $480 per year; separated June 25.

Virginia B. Ault, junior library assistant, appointed temp. June 2, $600 per year.

Louise Ayers, senior library assistant, appointed principal library assistant June 26, $1200 per year. (Promo.).

Helen S. Babcock, senior library assistant, appointed principal library assistant June 26, $1200 per year. (Promo.).

Elizabeth Bay, junior library assistant, separated June 5.

Esther Berger, junior library assistant, separated June 25.

Maude Blake, senior library assistant, appointed principal library assistant June 26, $1200 per year. (Promo.).

Ella Bouscher, junior library assistant, separated June 16.

Edward Bresnahan, page, appointed temp. June 28, $480 per year.

Samuel Brody, page, separated June 25.

Alvin Broshkewitz, page, separated June 23.

Evelyn Casey, library typist, resigned June 10.

Kate Chase, principal library assistant, resigned June 1.

Florence Ciovino, library typist, resigned June 23.

Helen Collins, junior library assistant, separated June 15.

Joseph A. Conforti, page, resigned June 6.

Margaret Connelly, junior library assistant, appointed temp. June 16, $600 per year.

John Connors, page, separated June 16.

A. B. Corman, senior library assistant, separated June 25; appointed temp. as principal library assistant June 26, $1200 per year.

John Coumbe, page, appointed temp. June 30, $480 per year.

Josephine Cubecheck, janitress, resigned June 25.

Bertha Dahlstrom, junior library assistant, separated June 25.

Leonard Davis, page, separated June 12.

Herbert Dean, page, appointed temp. June 27, $480 per year.

David J. De Roches, elevator operator, reinstated June 26, $1200 per year.

Eleanor Eberhardt, junior library assistant, appointed temp. June 12, $600 per year.

Richard Ehrhardt, page, resigned June 25.

Margaret E. Ely, senior library assistant, appointed principal library assistant June 26, $1200 per year. (Promo.).

Morris Erenburg, page, appointed temp. June 24, $480 per year.

Alice Farquhar, principal library assistant, appointed head library assistant June 26, $1440 per year. (Promo.).

Pearl E. Feddersen, senior library assistant, appointed principal library assistant, June 26, $1200 per year. (Promo).

William Felsher, page, resigned June 25

Anna Ferguson, principal library assistant, resigned June 10.

Matthew Fetridge, page, appointed temp. June 28, $480 per year.

Walter B. Flintrup, senior library assistant, appointed principal library assistant June 26 $1200 per year. (Promo.).

Frank E. Gegan, page, separated June 10.

Bessie H. Gibbons, principal library assistant, resigned June 22.

Morris Gurewitz, page, separated June 25.

Charlotte E. Hartmann, senior library assistant, appointed principal library assistant June 26, $1200 per year. (Promo.).

Robert Healy, page, appointed temp. June 30, $480 per year.

Fanchon I. Henderson, senior library assistant, appointed principal library assistant June 26, $1200 per year. (Promo.).

Margaret Houlihan, multigraph operator, appointed temp. June 2, $780 per year.

Jessie Howes, junior library assistant, appointed temp. June 30, $600 per year.

William Ivers, window washer, separated June 25; appointed temp. as janitor June 26, $1140 per year.

Albert E. Jackson, janitor, appointed June 19, $1140 per year.

Nigel John, page, separated June 15.

Edith Kammerling, principal library assistant, appointed head library assistant June 26, $1440 per year. (Promo.).

Frank H. Kasbohn, page, appointed temp. June 20, $480 per year.

Samuel Kretshmer, page, separated June 10.

Marguerite Laidley, junior library assistant, separated June 23.

Ada Lanquist, principal library assistant, appointed head library assistant June 26, $1440 per year. (Promo.).

Carl Leonard, page, separated June 15.

Emma Levin, principal library assistant, appointed head library assistant June 26, $1440 per year. (Promo.).

Agnes Lindberg, junior library assistant, separated June 15.

Mona Lorange, junior library assistant, separated June 29.

John McNulty, page, appointed temp. June 20, $480 per year.

Warren Marks, page, appointed temp. June 30, $480 per year.

Ruth Meagher, junior library assistant, appointed temp. June 30, $600 per year.

Charles E. Mercer, page, appointed temp. June 23, $480 per year.

Mabel C. Moderwell, senior library assistant, appointed principal library assistant June 26, $1200 per year. (Promo.).

Helen Nelson, junior library assistant, separated June 27.

Gerard Ninvoco, page, appointed temp. June 30, $480 per year.

Harold Noel, page, appointed temp. June 17, $480 per year.

David Oliva, page, appointed temp. June 9, $480 per year.

Richard O'Shaughnessy, page, appointed temp. June 13, $480 per year.

James Palumbo, page, separated June 10.

Jerome Pancoska, page, appointed temp. June 5, $480 per year.

Austin Pardue, page, separated June 1.

Rebecca Peck, junior library assistant, appointed temp. June 30, $600 per year.

Mary E. Pfeil, junior library assistant, appointed temp. June 9, $600 per year.

Glenn C. Pullen, page, appointed temp. June 5, $480 per year

Lora A. Rich, principal library assistant, appointed head library assistant June 26, $1440 per year. (Promo.).

Walter Roth, page, resigned June 14.

Aline Ruoff, junior library assistant, separated June 27.

Paul Rupprecht, page, separated June 17.

Harry Schroeder, page, appointed temp. June 12, $480 per year.

Maurice Sheer, page, separated June 11.

Gertrude C. Shine, junior stenographer, appointed senior stenographer June 26, $1440 per year. (Promo.).

Louis Simon, page, appointed temp. June 16, $480 per year.

Homer J. Smith, page, appointed temp June 27, $480 per year.

Richard Sonne, page, appointed temp. June 23, $480 per year.

Benjamin Tigay, page, resigned June 25.

Eli Tigay, page, separated June 25.

Cecilia M. Troy, senior library assistant, appointed principal library assistant, June 26, $1200 per year. (Promo).

Simon Tulchin, senior library assistant, separated May 10.

Martha Washburn, junior library assistant, separated June 29.

Fanny Weisman, junior library assistant, separated June 16.

Frank K. Weiss, page, appointed temp. June 20, $480 per year.

Katheryn West, separated June 27.

Hershel Williams, page, separated June 16.

Margaret Young, junior library assistant, appointed temp. June 18, $600 per year.

Joseph L. Zachary, page, appointed temp. June 27, $480 per year.

Benjamin J. Zatz, page, appointed temp. June 14, $480 per year.

He, also, presented the bill of the United States Audit Company in the amount of $43.75 for their audit of the books and accounts of the Chicago Public Library for the quarter ended May 31, 1919, and moved that the bill be ordered paid.

Carried.

He, also, presented the following resolution and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Whereas, In order to provide funds for the prompt payment of the pay rolls and miscellaneous expenses of the Chicago Public Library, it will be necessary to sell anticipation tax warrants against the library tax levy for the year 1919, therefore be it

Resolved, That the City Council be and is hereby requested to authorize his honor, the Mayor, and the City Comptroller to issue warrants against and in anticipation of the taxes levied by the City of Chicago for the Public Library tax for the year 1919 as shall be needed to meet salaries and current expenses to an amount not exceeding 75 per centum of the total tax levy for library purposes for said year, and to attach to such warrants interest coupons for interest thereon at a rate not exceeding five per centum per annum, payable only out of the taxes against which said warrants shall be drawn when collected.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison St. Branch	150.00
Rogers Park Bank Building Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Julius Fuermann, rent, Logan Square Branch	75.00
Skola Vojta Naprstek (R. Dusil, Pres.), rent, West 26th St. Branch	75.00
S. J. Christley, rent, Edison Park Branch	20 00
Commonwealth Edison Co., electric current	136 39
Peoples Gas Light & Coke Co., gas	5.24
Consumers Co., ice	11.00
H. J. Troch, sprinkling street in front of branches	4.00
Toll Bros., laundering towels	50.23
Chicago Linen Supply Co., laundering towels	36.84
Individual Towel & Cabinet Service Co., clean towel supply	22.50
Haegele Ice Co., ice	47.92
H. Schultz & Co., pamphlet boxes	55.00
Buchanan Bros., street sprinkling, main library	18.00
Marshall Field & Co., tumblers	4.50
Eugene Dietzgen Co., blue prints	9.80
Chicago Evening Post Co., advertising	9.74
Pottinger-Flynn Coal Co., coal	1,089 95
Consumers Co., coal	47.59
John Moloney, labor and material on boiler	125.85
D. J. Gallagher Mfg. Co., wiping cloths	14.38
O. C. Keckley Co., hack-saw blades and paint net	7.00
Lunkenheimer Co., valves	4.71
Samuel Harris & Co., machinists' supplies	3.22
Lammert & Mann Co., rebabbitting packing sleeve	3.00
Citizens Service Bureau, removing cinders, sprinkling, etc	59.60
Inland Electric Co., electrical supplies	36.02
Manhattan Electrical Supply Co., electric stove	6.00
L. Gould & Co., mops, pails, brooms, etc.	80.50
James S. Kirk & Co., soft soap	53.25

Remien & Kuhnert Co., alcohol, turpentine, benzine, etc	34.51
Bullard & Gormley Co., hardware	32.61
Reliable Polishing Cloth Co., cheesecloth	25.00
Armour Soap Works, soap powder	21.05
Fuller-Morrisson Co., janitor supplies	5.10
Royal Typewriter Co., typewriting machines	75.00
W. H. Salisbury & Co., rubber tubing, clamps, etc	61.84
R. M. Eddy Foundry Co., wheels and brackets	40.00
Library Bureau, shelf label holders	22.50
Fred A. Phillips, additional premium on liability policies	215.03
G. B. Davidson, insurance library property in branches	136 67
Western Slate Co., slate tile	160.00
John C. Jones, calcimining at Butler House Branch	35 50
C. E. Curtis & Bros. Co., veneered panels	8.40
Tyler & Hippach, plate-glass light	8.00
O. R. Martin Co., changing wiring at Butler House Branch	7.15
Standard Oil Co., gasoline	212.18
Swinehart Tire & Rubber Co., rubber tire	57.46
W. P. Collins & Co., grease	15.00
Joseph Halsted Co., reinforcing, etc., auto frame	21 55
R. C. Cook Co., auto part	7.98
Wright, Cooler & Hood Mfg. Co., repairing auto radiator	6.25
Glenn E. Holmes, auto parts	6.18
Chicago Auto Equipment Co., auto accessories	3.12
Maypole Garage, auto storage	15.00
Milwaukee Ave. Garage, auto storage	9.00
H. G. Wilson, Sec'y, cash expenditures, June, 1919	451.27
	$4,800.58

He, also, presented the following list of bills for maintenance of the Hiram Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

H. R. Shaffer Co., roofing	$148.00
Commonwealth Edison Co., current	25.34
Michal Bros., plants	5.50
Consumers Co., ice	1 50
	$180.34

He, also, presented the following bills:

Dahl-Stedman Co., third payment on contract for Legler Regional Branch	$34,000.00
Alfred S. Alschuler, professional services	1,000.00
Newton & Hoit Co., furniture and fixtures for branches and main library	4,458.00

and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Director Schick presented the following list of bids received on specifications for additional card cabinets and filing cases for use in the various branches and the main library.

Library Bureau	$1,971.00
The Manufacturers Office Equipment Co	1,707.00
Mead & Wheeler Co	1,610.44

Director Shutter moved that an order be given to Mead & Wheeler Co. on their bid of $1,610.44.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Director Shutter also moved that the Secretary be authorized to purchase ten No. 10 Royal typewriting machines at a cost not to exceed $810.00.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

He, also, moved that the Secretary be authorized to install awnings at the following branches:

Douglas Park, Rogers Park and Sheridan, at a cost not to exceed $355.50.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of June, 1919, which was received and ordered published.

He, also, presented the following report, which was received and ordered filed.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—I beg to submit the following report as to the disposition of the appropriation of $300 granted by the Board to defray the expenses of official representation at the annual conference of the American Library Association at Asbury Park, N. J., June 23d to 28th.

Miss Edith Erskine and Miss Helen S. Babcock were designated to act with the Librarian as official delegates and the sum of $85 was allotted to each of these three for expenses. This left a balance of $45, which, with the approval of the President, was used to send Miss Margaret E. Ely to represent the Library at the convention of the National Education Association at Milwaukee, June 30th to July 5th. Miss Ely took with her an exhibit, prepared by herself, illustrating the work done by this Library for the public schools. This exhibit attracted much favorable comment and attention. Miss Ely also took part in the discussion of high school library administration. Miss Babcock was chairman of the high school library section of the American Library Association, and Miss Erskine delivered one of the principal addresses at the meeting of that section.

Respectfully submitted,

CARL B. RODEN,
Librarian.

CHICAGO, July 14, 1919.

NEW BUSINESS.

Director Shutter moved that when the Board adjourn it adjourn to meet on Monday, July 21, 1919, at five o'clock p. m.

Carried.

On motion of Director Tollkuehn, the Board adjourned.

H. L. Wilson
Secretary.

REPORT OF LIBRARIAN FOR JUNE, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of June was 500,517; for the corresponding month of the previous year 483,887. The circulation was from the following sources:

Central Library	54,339
Branches	313,783
Stations	31,923
Traveling Libraries	74,271
Deposits	24,147
Branch Reference	2,054
	500,517

The following is a summary of the books obtained at the Central Library:

Main Collection	21,310
Open Shelf	23,855
Hughes Room	3,357
Music Room	2,093
Information Desk (Teachers and special cards)	2,373
Books for the Blind	762
Documents	170
Miscellaneous	419
	54,339

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,645	163	2,808
Austin	10,798	293	11,091
Austin High	5,073	....	5,073
Bessemer Park	6,248	227	6,475
Blackstone	11,019	447	11,466
Burr School	6,803	224	7,027
Cornell Square	3,343	182	3,525
Davis Square	2,218	89	2,307
Douglas Park	14,468	1,520	15,988
Dvorak Park	3,539	96	3,635
Eckhart Park	4,155	390	4,545
Englewood High	2,813	....	2,813
Forestville School	3,407	130	3,537
Fuller Park	4,151	84	4,235
Hamilton Park	7,101	193	7,294
Hamlin Park	4,526	69	4,595
Hardin Square	3,813	107	3,920
Harrison High	3,075	....	3,075
Hebrew Institute	6,918	391	7,309
Holstein Park	4,406	118	4,524
Humboldt	14,839	2,076	16,915
Independence Park	5,289	135	5,424
Kelly	15,959	255	16,214
Kosciuszko	3,892	40	3,932
Lake View High	2,789	....	2,789
Lewis Institute	12,300	513	12,813

Lincoln Center	7,598	229	7,827
Logan Square	9,861	285	10,146
McKinley Park	4,416	39	4,455
Mark White Square	5,173	97	5,270
Marshall High	3,474	163	3,637
Morse School	5,268	264	5,532
Ogden Park	9,655	161	9,816
Palmer Park	3,942	105	4,047
Pulaski Park	3,599	46	3,645
Rogers Park	9,014	140	9,154
Scanlan School	4,376	66	4,442
Senn High	3,367	....	3,367
Seward Park	5,082	295	5,377
Shedd's Park	4,978	199	5,177
Sheridan Park	14,237	264	14,501
Sherman Park	5,951	138	6,089
Stanford Park	2,666	62	2,728
Stanton Park	2,854	92	2,946
Sumner School	4,512	117	4,629
Walker	3,310	59	3,369
West North Ave	10,006	443	10,449
West 26th Street	7,947	76	8,023
Woodlawn	16,910	726	17,636
Total	313,783	11,808	325,591

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	2,808	134	2,942	East Rogers Park	1,237	105	1,342
Argyle	901	..	901	East Sixty-first St.	503	130	633
Armitage	1,003	49	1,052	E. Thirty-first St.	867	573	1,440
Assoc. House	2,862	912	3,774	Edison Park	1,210	..	1,210
Avondale	1,653	46	1,699	Fernwood	856	..	856
Birchwood	2,874	..	2,874	Gads Hill	666	..	666
Cheltenham	1,332	54	1,386	Gage Park	748	..	748
Chicago Ave.	737	139	876	Garfield	866	181	1,047
Chicago Lawn	2,412	..	2,412	Grand Ave.	1,179	760	1,939
Cicero Ave	640	13	653	Grand Crossing	1,364	62	1,426
Dauphin Park	1,174	64	1,238	Greenview	651	8	659
Diversey Ave.	1,428	15	1,443	Gresham (May)	366	..	..
Dunning	442	..	442	" (June)	1,523	11	1,900

Hegewisch	1,319	..	1,319
Hermosa	1,562	..	1,562
Homan	1,610	167	1,777
Irving Park	622	21	643
Jefferson Park	1,868	..	1,868
Larrabee St	1,665	588	2,253
Lawndale	2,141	..	2,141
LeMoyne	1,059	81	1,140
Longwood	1,109	..	1,109
Madison Street	1,079	481	1,560
Mayfair	1,118	..	1,118
Milwaukee Ave.	873	440	1,313
Montrose	1,864	..	1,864
North Clark St	681	370	1,051
Norwood Park	572	..	572
Park Manor	3,827	197	4.024
Ravenswood	1,951	147	2,098
S. Ashland Ave	1,038	548	1,586
Southport Avenue	309	90	399
South Shore	591	23	614
S. Western Ave.	934	252	1,186
Trumbull Park	749	..	749
Wakeford	1,946	98	2,044
Washing'nHeights	111	..	111
West Englewood	1,377	..	1,377
West Harrison St.	839	635	1,474
West Pullman	2,159	..	2,159
West Ravenswood	1,799	165	1,964
W. Sixty-ninth St.	681	29	710
West Twelfth St.	1,787	1,739	3,526
Wieboldt	2,248	..	2,248
Windsor Park	481	..	481
Total	74,271	9.327	83,598

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	313,783	11,808	325,591
Traveling Libraries	74,271	9.327	83,598
Business House Deposits	24,147	929	25,076
Branch Reference	2,054	.....	2,054
Total	414,255	22,064	436,319

Of the 31,923 books supplied through the Stations Department, 11,808 were sent to 44 branches and 20,115 to 63 stations. The books supplied for the same month of the preceding year numbered 33,532 volumes.

The circulation department was open on 25 week days. The daily average week day circulation was 20,021.

REFERENCE ROOM.

Number of books issued from stacks 20,145
Number of recorded visitors 10,416

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 2,054; reference questions, 635.

ARTS AND CRAFTS ROOM.

Books consulted, 3,473. Visitors, 782.

HUGHES ROOM.

Volumes circulated, 3,357; pictures circulated, 1,187; recorded visitors, 2,713. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 3,930; bound newspapers, 356. Visitors, 1,164.

CIVICS ROOM.

Magazines issued, 1,866; directories consulted, 2,375; bound documents used, 1,188; books, 446; pamphlets, 6,945; visitors, 5,569.

STUDY ROOM.

Volumes consulted, 979. Visitors, 2,562.

READING ROOM.

Periodicals issued at the counter at Central Library, 9,036. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 51,447.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 4,861; issued in June of the previous year, 4,935.

Number of juvenile cards issued, 1,862; research cards, 3; vacation cards, 618; teachers' cards, 84. The number of three-year cards outstanding is 214,578.

BINDERY DEPARTMENT.

Number of books at binderies June 1, 1919	16,654
Number of books sent to binderies in June, 1919	4,577
Total number of books at binderies in June, 1919	21,231
Number of books received from binderies in June, 1919	5,832
Number of books at binderies July 1, 1919	15,399
Number of books repaired in Library in June, 1919	5,728

GROWTH OF THE LIBRARY.

The total number of volumes in the Library June 30, 1919, was 988,382. Received since June 1, 1919, 14,364. Books worn out and discarded since June 1, 1919, 3,855. Books lost and paid for since June 1, 1919, 621. Books found and money refunded since June 1, 1919, 38.

CARL B. RODEN,
Librarian.

CHICAGO, July 14, 1919.

ADJOURNED REGULAR MEETING.
CHICAGO, MONDAY, JULY 21, 1919.
OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, McLaughlin and Sproul.

Absent—Directors Beroth, Tollkuehn and Cuneo.

COMMUNICATIONS.

The following communication from Hon. James T. Igoe, City Clerk, was received and placed on file:

"City of Chicago,
"Office of the City Clerk.
"July 18, 1919.

"*Mr. H. G. Wilson,*
"*Secretary Chicago Public Library.*

"*Dear Sir:*—I have the honor to inform you that at the meeting of the City Council July 14, 1919, the following appointments as members of the Board of Directors of the Chicago Public Library were made by his honor, the Mayor, and concurred in by the City Council:

"James J. Healy to succeed himself,

"Carl O. Beroth to succeed himself,

"Elliott W. Sproul vice Samuel Gessler, term expired,

"R. J. McLaughlin vice Edgar A. Jonas, resigned.

"With the exception of Mr. Beroth, the above named have filed in this office their official oaths.

"Respectfully yours,
"James T. Igoe, *City Clerk.*"

From Peter J. Thurston, third assistant engineer, in the Library, in reference to his salary.

Referred to the Committee on Administration.

From sundry employés of the Bindery Department in reference to their salaries.

Referred to the Committee on Administration.

From sundry employés of the Station Department in reference to their salaries.

Referred to the Committee on Administration.

From James J. McAndrews, business representative of the Elevator Operators and Starters Union Local 147, which was received and referred to the Committee on Administration.

NEW BUSINESS.

The President, Director Barr, announced that the election of officers for the ensuing year was in order and called for nominations for President.

Director Healy nominated Director Alfred E. Barr to succeed himself as President of the Board.

It was moved and seconded that nominations be closed.

Carried.

It was thereupon moved and seconded that Director Alfred E. Barr be elected President of the Board for the ensuing year.

Carried unanimously, the Vice-President, Director Healy, putting the question.

The President stated that nominations for Vice-President were in order.

Director Shutter nominated Director

James J. Healy to succeed himself as Vice-President of the Board.

There being no further nominations, it was moved and seconded that Director James J. Healy be elected Vice-President of the Board for the ensuing year.

Carried unanimously.

The President, Director Barr, announced the standing committees of the Board as follows:

Library: Directors Tollkuehn, Beroth and McLaughlin.

Administration: Directors Shutter, Schick and Healy.

Buildings and Grounds: Directors Schick, Healy and Sproul.

There being no further business, on motion of Director Healy the Board adjourned.

A. R. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, AUGUST 11, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Tollkuehn and Sproul.

Absent—Directors Beroth, Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held July 14, 1919, and of the adjourned regular meeting held July 21, 1919, was dispensed with, and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication was received:

"Chicago, Aug. 9, 1919.

"*Mr. Harry G. Wilson,*

"*Secretary Chicago Public Library.*

"*My dear Mr. Wilson:*—Commencing with the fall term of the public schools it is the purpose of the Grand Army Hall and Memorial Association of Illinois to invite the school children to visit Memorial Hall and have them instructed as to the real meaning of the Civil War and its relation to the World War, and also on Americanism.

"These meetings we propose to have on every Saturday morning. To further and make more attractive this course of talks we desire to have the help of Mr. Patterson of the library staff.

"The writer has talked with Mr. Patterson on this subject and is pleased to state that he is quite willing to give his services providing the Library Board give its sanction. It would occupy, perhaps, about one hour of his time.

"We earnestly request you will grant Mr. Patterson permission to help us in this undertaking.

"Yours truly,

"Walter R. Robbins
(for the Committee)."

Director Healy moved that the request of Gen. Robbins for Mr. Patterson's services be granted.

Carried.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, Director Tollkuehn moved that the matters in the hands of the Committee be considered in open Board.

Carried.

Director Tollkuehn presented the following schedule of bills, regularly audited and appproved, and moved that the bills be ordered paid.

Carried.

Yeas—Director Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

A. C. McClurg & Co., books	$6,783.42
Marsball Field & Co., books	147.35
C. V. Ritter, books	638.00
A. Kroch & Co., books and subscriptions	87.12
C. A. Nichols Co., books	83.00
R. L. Polk & Co., books	46.00
National Child Welfare Assn., books	25.00
The Spectator Co., books	14.00
S. B. Goodkind, books	12.50
Society of Naval Architects and Marine Engineers, books	10.00
Bankers Encyclopedia Co., books	10 00
Northwest Trading Co., books	10 00
LaSalle Extension University, books	7.43
Herringshaw's City Blue Book of Chicago, books	6.00
Albert Bonnier Publishing House, books	5 34
R. R. Bowker Co., books	5.00
Brabandt & Valters Book Binding Co., binding	1,198.19
Northwestern Bindery, binding	856.66
Geo. E. Koehler & Son, binding	842 32
Joseph Flucke & Son, binding	460.45
John Seybold, gold marking on books	104.76
Clayton F. Summy Co., hinging music	15 36
Slade, Hipp & Meloy, gummed muslin	22.50
Schulkins & Co., printing finding lists	219.32
Swigart Paper Co., paper	183.50
Dwigbt Bros. Paper Co., paper	61.45
J. W. Butler Paper Co., paper	50.25
Bradner Smith & Co., paper	47.50
Pilcher Hamilton Co., paper	15.93
Mead & Wbeeler Co., cards	210.50
Max Stern's Sons, printing	220.75
Geo. E. Cole & Co., stationery	86.59
James Watson & Co., printing	80.00
Cameron, Amberg & Co., printing, etc.	49.50
Ioas Bros , pencils	90.00
Gaw O'Hara Envelope Co., envelopes	16.80
Columbia Ribbon and Carbon Mfg. Co., paper	10.00
P. A. Salisbury Schulz Co., stamps, etc.	5.20
Addressograph Co., addresses	4.45
The Adder Machine Co., repairing mcbine	4.25
Gaylord Bros., book pockets	3.60
Nelson Eismann Quist Co., carbon paper	3.15
H. G. Wilson, Sec'y, cash expenditures, July, 1919	528.90
	$13,282.04

He, also, presented lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick. Tollkuehn, Sproul and the President—6.

Nays—None.

Ryder Fund Income Account:

Alfred A. Goldscbmidt, books	$27.75

Rental Collection:

Marsball Field & Co., books	$75.21
A. C. McClurg & Co., books	22.74
	$97.95

Director Tollkuehn presented the following book lists, recommended by the Librarian, and moved that the recommendation be concurred in and that the books be ordered purchased.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Main collection:	2834 vols., (11 pamph.)	$2492.00
Deposit collection:	425 vols.,	527.00
Branch collection:	411 vols.,	425,00
High school collection:	19 vols.,	22.00
Ryder collection:	70 vols.,	25.00
Rental collection:	52 vols.,	55.00
	3846 vols., (11 pamph.)	$3578.00

He, also, presented a list of miscellaneous bills, amounting to $13.00, and moved that they be paid from the incidental fund.

Carried.

Director Tollkuehn moved that the request of the Librarian for authority for the publication of a monthly staff newspaper to promulgate official notices and general items of interest, and to circulate only among the members of the staff, be granted, and that authority be given to print, for a period of one year, five hundred copies of a four-page leaflet each month, excepting July and August, at a cost not to exceed $16.75 per month.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to submit the following recommendations:

That leaves of absence without pay be granted to the following because of ill-health:

Martha Y. Joseph, July 26 to October 25.

Marguerite McQuillen, August 31 to October 4.

And to the following for other reasons deemed sufficient to your Committee:

Julia A. Gerloff, August 25, 1919, to January 10. 1920.

Charles J. Macko, one year from September 3, 1919.

That the application of Raymond Dwyer for leave of absence for one year be denied.

That the following resignations be accepted, with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Helen I. Griffin,

Elizabeth A. Larkin.

That authority be given for requisition upon the Civil Service Commission for one senior assistant, male, at $960 per year.

That absence from duty because of conditions growing out of the race riots during the week of July 27 to August 2 be excused without loss of pay; also absence from duty because of the street-car strike be excused without loss of pay for the first day of said strike only.

Petitions have been received from several groups of employés asking for increases in pay. Your Committee has given careful consideration to these petitions and recommends that these various petitions be made the special order at the next regular meeting of the Board.

R. G. SHUTTER,
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Aug. 11, 1919.

He, also, presented the list of vacancies and appointments for July, 1919, which was received and ordered published.

The following is the list:

Julien C. Aldrich, page, separated July 13.

Clifford Anderson, page, appointed temp. July 7, $480 per year.

Virginia Ault, junior library assistant, separated July 28.

Luther M. Baker, page, separated July 11.

Elizabeth Bay, junior library assistant, appointed temp. July 11, $600 per year; separated July 29.

Kathryn C. Baker, junior library assist-

ant, separated July 25; appointed civil service July 26, $660 per year.

Florence F. Beggs, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Dorothy P. Beglinger, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Helen M. Berkland, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Evangeline Binmore, junior library assistant, separated July 15.

Andrew Burger, page, appointed temp. July 11, $480 per year.

Jennie Clifton, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Frances K. Cooke, junior library assistant, separated June 29.

Birdie White Cooper, junior library assistant, appointed temp. July 14, $600 per year.

Amy B Cowen, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

John Cramer, page, appointed temp. July 31, $480 per year.

Vale Creen, page, appointed temp. July 16, $480 per pear.

Herbert Dean, page, separated July 11.

Lotta Deuter, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Katherine I. Duffey, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Eleanor Eberhardt, junior library assistant, separated July 25.

Morris Erenburg, page, separated July 13.

Sylvia Friedberg, junior library assistant, separated July 25.

Roy S. Gagen, elevator operator, separated June 27.

Mary F. George, janitress, transferred from Municipal Tuberculosis Sanitarium to Chicago Public Library July 1, $1020 per year.

Walter Greene, page, resigned July 25.

Helena C. Griebel, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Helen I. Griffin, senior library assistant, resigned July 19.

Alexander Hartenstein, page, appointed temp. July 7, $480 per year; separated July 8.

George Healy, page, appointed temp. July 16, $480 per year; separated July 25.

Helen M. Hermanson, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Grace Hotchkiss, junior library assistant, appointed temp. July 14, $600 per year.

Edith M. Hunter, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Thomas B. Hutchings, page, appointed temp. July 7, $480 per year.

Katherine Jardine, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Gertrude I. Jenkins, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Florence Johnson, junior library assistant, separated July 10.

Elsie M. Jones, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Sander Kane, page, resigned July 9.

Florence E. Kedler, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Julia Kull, junior library assistant, appointed temp July 8, $600 per year.

Isadore Levin, page, appointed temp. July 7, $480 per year.

Morris Levy, page, appointed temp. July 11, $480 per year; separated July 18.

Gertrude Lindquist, junior library assistant, separated July 1.

Emma M. Lipschutz, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Harry Litwak, page, appointed temp. July 17, $480 per year.

Homer Livingston, page, appointed temp. July 11, $480 per year.

Frank Magilner, page, appointed temp. July 7, $480 per year.

Beulah Mayer, junior library assistant, appointed temp. July 11, $660 per year.

Adaline Millar, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Mildred H. Mills, junior library assistant, separated July 13.

Ray Naughton, page, appointed temp. July 7, $480 per year; separated July 9.

Rebecca Peck, junior library assistant, separated July 29.

Lida M. Pirritte, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

George Proctor, page, resigned July 23.

John Regan, page, separated July 10.

Grace Ruud, junior library assistant, separated July 15.

Elmer Schuldt, page, resigned July 29.

Irene Schuler, junior library assistant, separated July 21.

Roselle A. Scofield, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Martha Seewer, junior library assistant, appointed temp. July 8, $600 per year.

Elizabeth Sheahan, junior library assistant, separated July 13.

Mary Sheper, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Mary Smelter, junior library assistant, separated July 25.

Homer J Smith, page, separated July 13.

Levi Southe, page, resigned June 1.

Alice M. Stenfelt, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Mollie Sugerman, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Virginia Teitge, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Stephen Thomas, page, appointed temp. July 14, $480 per year.

Adelia E. Thompson, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Irene Toman, junior library assistant, separated July 1.

Max Tulchin, senior library assistant, separated July 10.

Theodore Umbright, page, separated July 10.

Katherine J. Voell, junior library assistant, separated July 25; appointed civil service July 26, $660 per year.

Mrs. Glenn Votruba, junior library assistant, appointed temp. July 15, $600 per year.

Daniel Weaver, janitor, appointed temp. July 1, $30 per month; separated July 21.

Isadore White, page, separated July 31.

Hazel Wiborg, junior library assistant, appointed temp. July 30, $600 per year.

Thomas S. Young, page, appointed temp. July 18, $480 per year.

Benjamin J. Zatz, page, separated July 8.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$ 190.00
Louis Solomon, rent, North Ave. Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
Julius Fuermann, rent, Fullerton Avenue Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
Commonwealth Edison Co., electric current	127.15
Peoples Gas Light & Coke Co., gas	4.35
H. J. Troch, street sprinkling	4.00
Toll Bros., laundering towels	47.60
Chicago Linen Supply Co., laundering towels	41.73
Individual Towel & Cabinet Supply Co., clean towel supply	23.10
Cudahy Packing Co., soap powder	14.00
A. P. W. Paper Co., toilet supplies	76 50
Haegele Ice Co., ice	63.92
Buchanan Bros., street sprinkling	18.00
City Collector, street car book	2.80
Pottinger-Flynn Coal Co., coal	2,204.27
O. C. Keckley Co., gage glasses, packing, etc.	35.43
D. J. Gallagher Mfg. Co., waste	17.05
Remien & Kuhnert Co., shellac, etc	14.75
Samuel Harris & Co., machinists' supplies	6.63
Citizens Service Bureau, removing cinders, etc	55.46
Inland Electric Co., electrical supplies	100.35
Electric Lamp & Products Co., electric lamps	63.36

C. E. Case, electric lamps	15.84
Manhattan Electrical Supply Co., dry cell batteries	4.68
Gallaber & Speck, repairs to elevators, etc	149.38
Armour Soap Works, soap powder	63.10
Bullard & Gormley Co., hardware	23.83
Remington Typewriter Co., one typewriting machine	60.00
Marshall Field & Co., paper baskets, window shades	55.03
G. B. Davidson, insurance	213.31
Harry R. Gibbons, County Collector, special assessment street improvements	685.25
E. Baggot Co., plumbing	69.04
A. Hannibal, repairing furniture	40.00
Samuel Oliver, electrical work at Butler House Branch	33.38
Barbee Wire & Iron Works, galvanized wire clotb, etc	29.50
John Johnston & Co., sheet tin, etc	9.62
Geo. B. Carpenter & Co., awnings, etc	197.05
Hyde Park Awning & Sign Co., putting up awning	5.00
Standard Oil Co , gasoline	204.55
Valvoline Oil Co., oil	24.30
Kelly Springfield Tire Co., rubber tires	121.05
Republic Truck Co., auto parts	21.97
H. Jacobsen, spark plugs	12.00
American Bosch Magneto Co., auto accessories	8.92
Milwaukee Ave. Garage, auto storage	9.00
H. G. Wilson, Sec'y, cash expenditures, July, 1919	73.99
	$6,215.24

He, also, presented the following list of bills for maintenance of the Hiram Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Harry R. Gibbons, County Collector, special assessment	$117.00
Commonwealth Edison Co., current	16.97
Armour Soap Works, wasbing powder	10.45
Consumers Co., ice	2.75
	$147.17

He, also, presented the following report of the Committee and moved that the recommendations contained therein be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report on the following matters in its hands:

1. In accordance with the specifications prepared for a new book stack in the room adjoining the reading room on the fourth floor of the Library building, bids were received as follows:

Art Metal Construction Co.	$13,536.90
Library Bureau	14,891.00

Your Committee recommends that the bids be rejected, and that the Secretary be authorized to prepare new specifications and readvertise for bids.

2. In response for request for proposals for painting the exterior iron work and window frames and sashes, bids were received as follows:

J. Bernard Mullen	$ 885.00
J. B. Sullivan	964.00
J. Bobbe & Co	1,135.00
J. G. McCarthy Co	1,524.00

Your Committee recommends that a contract be awarded to J. Bernard Mullen on his bid of $885.00.

3. Your Committee has received proposals for cleaning and redecorating the walls and ceiling of the George C. Walker Branch and recommends that a contract for the work be awarded to C. W. Homan on his bid of $62.00, this being the lowest bid received.

4. Your Committee recommends that an order be given to Charles Gulbranson to do the necessary repairing on one of the air-washing chambers in the Library building in accordance with his proposal for one dollar per hour for mechanic and the market price for all material furnished, this being the lowest bid received.

5. Your Committee recommends that an order be given the Chicago Mill and Lumber Company to furnish 200 boxes and 200 extra covers for use in the Deposit Department on their bid of $1.05

apiece for boxes and 21 cents each for covers.

All of which is respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
ELLIOTT W. SPROUL,
Committee on Buildings and Grounds.

CHICAGO, Aug. 11, 1919.

REPORTS.

The Librarian presented his statistical report for the month of July, 1919, which was received and ordered published.

The Librarian stated that a request had been made of the Librarian-in-charge of the Woodlawn Branch for use of space in the Woodlawn Branch Library for registration and primary election purposes.

Director Shutter moved that the request be denied.

Carried.

The Librarian stated that the number of books for rebinding exceeded the capacity of the book binders who held the library contracts, and that the surplus was rapidly accumulating. He asked authority to send books to other binders with the intention of securing additional contracts if the work and prices prove satisfactory.

Director Shutter moved that the request of the Librarian be granted.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

On motion of Director Shutter, the Board adjourned.

H. L. Wilson
Secretary.

REPORT OF LIBRARIAN FOR JULY, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of July was 483,943; for the corresponding month of the previous year 500,098. The circulation was from the following sources:

Central Library	63,224
Branches	283,746
Stations	28,297
Traveling Libraries	79,249
Deposits	27,948
Branch Reference	1,479
	483,943

The following is a summary of the books obtained at the Central Library:

Main Collection	20,764
Open Shelf	27,450

Hughes Room	4,546
Music Room	2,380
Information Desk (Teachers and special cards)	6,904
Books for the Blind	730
Documents	137
Miscellaneous	313
	63,224

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,183	155	2,338
Austin	12,460	258	12,718
Bessemer Park	4,914	87	5,001
Blackstone	11,037	404	11,441
Burr School	3,926	163	4,089
Butler House	5,100	101	5,201
Cornell Square	3,024	156	3,180
Davis Square	1,253	72	1,325
Douglas Park	13,973	1,585	15,558
Dvorak Park	3,184	112	3,296
Eckhart Park	3,550	269	3,819
Forestville School	2,167	81	2,248
Fuller Park	3,494	72	3,566
Hamilton Park	7,637	203	7,840
Hamlin Park	4,747	52	4,799
Hardin Square	2,816	59	2,875
Hebrew Institute	6,236	342	6,578
Holstein Park	4,671	66	4,737
Humboldt	14,083	1,600	15,683
Independence Park	5,336	139	5,475
Kelly	15,483	216	15,699
Kosciuszko	4,126	36	4,162
Lewis Institute	12,045	473	12,518
Lincoln Center	7,402	220	7,622
Logan Square	10,210	251	10,461
McKinley Park	3,741	34	3,775
Mark White Square	4,083	87	4,170
Morse School	4,457	285	4,742
Ogden Park	9 534	135	9,669

Palmer Park	3,935	85	4,020
Pulaski Park	2,910	39	2,949
Rogers Park	10,425	142	10,567
Scanlan School	2,313	42	2,355
Seward Park	4,571	225	4,796
Shedd's Park	4 974	184	5,158
Sheridan Park	15,024	294	15,318
Sherman Park	5,163	165	5,328
Stanford Park	2,605	84	2,689
Stanton Park	2,125	85	2,210
Sumner School	4,639	111	4,750
Walker	3,362	53	3,415
West North Ave	9,932	337	10,269
West 26th Street	7,250	79	7,329
Woodlawn	17,646	630	18,276
Total	283,746	10,268	294,014

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	3,469	107	3,576
Argyle	888	..	888
Armitage	890	41	931
Assoc. House	2,365	761	3,126
Avondale	1,681	40	1,721
Birchwood	3,619	..	3,619
Cheltenham	1,600	53	1,653
Chicago Ave	729	140	869
Chicago Lawn	2,684	..	2,684
Cicero Ave	846	25	871
Dauphin Park	1,240	66	1,306
Diversey Ave	1,574	18	1,592
Dunning (June)	1,000	..	
" (July)	1,415		2,415
East Rogers Park	1,372	212	1,584
East Sixty-first St.	498	113	611
E. Thirty-first St.	921	436	1,357
Fernwood	831	..	831
Gads Hill	787	..	787
Gage Park	952	..	952
Garfield	829	133	962
Grand Ave	913	473	1,386
Grand Crossing	1,254	45	1,299
Greenview	450	46	496
Gresham	1,528	27	1,555
Hegewisch	1,303	..	1,303
Hermosa	1,738	..	1,738
Homan	1,763	..	1,763
Irving Park	665	13	678
Jefferson Park	1,815	..	1,815
Lakeview (June)	808	..	
" (July)	753	..	1,561
Larrabee St	1,642	497	2,139
Lawndale	2,207	..	2,207
LeMoyne	1,313	75	1,388
Longwood	829	..	829
Madison Street	956	534	1,490
Mayfair	1,333	..	1,333
Milwaukee Ave	896	484	1,380
Montrose	1,980	..	1,980
North Clark St	648	371	1,019
Norwood Park	630	..	630

Park Manor.....	4,011	156	4,167	West Englewood..	1,373	..	1,373
Ravenswood.....	2,063	143	2,206	West Harrison St.	792	546	1,338
S. Ashland Ave...	1,007	496	1,503	West Pullman....	2,147	..	2,147
Southport Avenue.	379	74	453	West Ravenswood.	2,088	167	2,255
South Shore	497	24	521	W. Sixty-ninth St..	624	23	647
S. Western Ave...	809	195	1,004	West Twelfth St.	1,792	1,676	3,468
Trumbull Park....	540	..	540	Wieboldt	2,775	..	2,775
Wakeford.....	1,921	77	1,998	Windsor Park....	564	..	564
Washing'n Heights.	253	..	253	Total.....	79,249	8,287	87,536

SUMMARY	DIRECT	STATIONS	TOTAL
Branches...	283,746	10,268	294,014
Traveling Libraries.	79,249	8,287	87,536
Business House Deposits.....	27,948	1,017	28,965
Branch Reference	1,479	.....	1,479
Total.....	392,422	19,572	411,994

Of the 28,297 books supplied through the Stations Department, 10,268 were sent to 44 branches and 18,029 to 62 stations. The books supplied for the same month of the preceding year numbered 35,890 volumes.

The circulation department was open on 25 week days. The daily average week day circulation was 19,358.

REFERENCE ROOM.

Number of books issued from stacks... 19,819
Number of recorded visitors..... ... 7,630

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 1,479; reference questions, 544.

ARTS AND CRAFTS ROOM.

Books consulted, 2,640. Visitors, 637.

HUGHES ROOM.

Volumes circulated, 4,546; pictures circulated, 482; recorded visitors, 3,110. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,240; bound newspapers, 395. Visitors, 1,243.

CIVICS ROOM.

Magazines issued, 1,836; directories consulted, 2,334; bound documents used, 1,049; books, 412; pamphlets, 5,535; visitors, 5,375.

STUDY ROOM.

Volumes consulted, 1,135. Visitors, 2,696.

READING ROOM.

Periodicals issued at the counter at Central Library, 8,584. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 44,570.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 5,345; issued in July of the previous year, 5,500.

Number of juvenile cards issued, 1,757; research cards, 10; vacation cards, 1,114; teachers' cards, 143. The number of three-year cards outstanding is 215,869.

BINDERY DEPARTMENT.

Number of books at binderies July 1, 1919	15,399
Number of books sent to binderies in July, 1919	5,668
Total number of books at binderies in July, 1919	21,067
Number of books received from binderies in July, 1919	6,345
Number of books at binderies August 1, 1919	14,722
Number of books repaired in Library in July, 1919	4,212

GROWTH OF THE LIBRARY.

The total number of volumes in the Library July 31, 1919, was 988,382. Received since June 1, 1919, 21,926; since July 1, 1919, 7,562. Books worn out and discarded since June 1, 1919, 7,378; since July 1, 1919, 3,523. Books lost and paid for since June 1, 1919, 1,442; since July 1, 1919, 821. Books found and money refunded since June 1, 1919, 72; since July 1, 1919, 34.

CARL B. RODEN,
Librarian.

CHICAGO, August 11, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, SEPTEMBER 8, 1919.

OFFICIAL RECORD.

There were present, when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick and Sproul.

Absent—Directors Beroth, Tollkuehn, Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held August 11, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communication was received from Bertha C. Hansen, on behalf of the Story Tellers League, requesting permission to hold meetings in the training class room from 4 p. m. to 5:30 p. m. on the first Friday of every month.

Director Shutter moved that the request be granted.

Carried.

UNFINISHED BUSINESS.

The President, Director Barr, stated that the special order of business laid over from last meeting of the Board was the consideration of the report of the Committee on Administration on petitions from employés of the Board in reference to salaries.

Director Shutter, Chairman of the Committee on Administration, reported that the Committee had met on Thursday, the 4th inst., and that the members of the Board had been invited to meet with the Committee and discuss the question before it, and reported progress in the matter.

The report of progress was received.

COMMITTEE ON LIBRARY.

In the absence of the members of the Committee, Director Shutter moved that the matters in the hands of the Committee be considered in open Board.

Carried.

The President called upon the Librarian to present matters in the hands of the Committee.

The Librarian presented the following schedule of book lists recommended for purchase:

Main collection:	1363 vols., (275 pamph.)	$1752.00
Deposit collection:	1213 vols.,	1118.00
Branch collection:	2679 vols.,	3130.00
High school collection:	37 vols.,	46.00
Rental collection:	70 vols.,	72.00
	5362 vols., (275 pamph.)	$6118.00
Newspapers July 1 to December 31, 1919,		$58.90

Director Shutter moved that the recommendations of the Librarian be concurred in and that the books be ordered purchased.

Carried.

Yeas—Directors Healy, Shutter, Schick, Sproul and the President—5.

Nays—None.

He, also, presented a list of miscellaneous bills amounting to $64.18.

Director Shutter moved that the bills be paid from the incidental fund.

Carried.

The Librarian stated that the Library had prepared and installed an exhibit at the All-American Exposition, and asked that a sum not to exceed $100 00 be appropriated to defray the expense.

Director Shutter moved that the Librarian be authorized to expend a sum not to exceed $100.00 for the purpose stated.

Carried.

The Librarian requested authority to dispose of certain duplicate copies of books discarded from the shelves of the Library.

Director Healy moved that the request of the Librarian be granted.

Carried.

The Librarian presented the following schedule of bills, regularly audited and approved.

Director Healy moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Sproul and the President—5.

Nays—None.

A. C. McClurg & Co., books	$4,822.33
Gyldendalske Boghandels Sortiment, books, Kr. 839.33 (est.)	198.80
C. V. Ritter, books	175.00
A. Kroch & Co., books, etc.	124.39
A. L. A. Publishing Board, books	90.00
H. L. Hayward, books	84.00
E. P. Dutton & Co., books	57.89
Rand McNally Co., books, etc.	48.00
Moodys Investors Service, books	40.00
Poor's Publishing Co., books	40.00
Yale University Press, books	35.00
H. W. Wilson Co., books	34.55
R. L. Polk & Co., books	26.00
Independent Corporation, books	22.50
Emile Garden, books	22.50
James C. Fifield, books	15.50
Kelly Publishing Co., books	15.00
Wrigley Directories, books	10.00
R. S. Henshaw, subscriptions	58.90
Boston Evening Transcript Co., subscriptions	32.00
Standard Statistics, subscription	30.00
Geo. E. Koehler & Son, binding	1,143.28
Northwestern Bindery, binding	995.09
Brabandt & Valters Book Binding Co., binding	958.35
Burgmeier Book Bindery, binding	143.00
John Seybold, binding	82.61
American Job Book Bindery, binding	60.00
Gane Bros & Co., paste	6.45
Bradner Smith & Co., paper	99.72
Parker, Thomas & Tucker Paper Co., blotting paper	49.50
Gaw O'Hara Envelope Co., envelopes	25.20
Swigart Paper Co., paper	10.00
Max Stern's Sons, printing	153.25
Holmes Co., stationery	79.30
James Watson & Co., printing	33.50
Cameron, Amberg & Co., printing	19.00
Thompson & Co., multigraphing	6.50
Library Bureau, cards	22.68
Dennison Mfg. Co., glue	10.50
Tablet & Ticket Co., gummed letters	5.40
Geo. E. Cole & Co., stationery	44.64

Slade, Hipp & Meloy, gummed muslin....	24.00
Remien & Kuhnert Co , shellac.....	12 00
P. A. Salisbury Schulz Co., rubber stamps	7.20
A. B. Dick & Co., ink, etc.....	6.50
Marshall Field & Co., books.....	1,459.70
Clayton F. Summy Co., books and hinging	100.10
H. G. Wilson, Sec'y, cash expenditures, Aug., 1919.....	335.46
	$11,875.49

The Librarian presented the following lists of bills to be paid from special funds:

Rental Collection:

Marshall Field & Co., books.....	$35.15
A. C. McClurg & Co., books.....	12.84
	$47.99

Insurance Fund:

A. C. McClurg & Co., books.....	$2.00

Director Healy moved that the bills be paid from the funds as indicated.

Carried.

Director Shutter presented the following minute and moved its adoption.

Carried.

We desire to record our appreciation of the courtesy of a former member of this Board, Dr. Max Henius, who is now in Denmark, his native country, where he was instrumental in securing for the Public Library a fine collection of the latest Danish books at very low prices and without charge of any sort for transportation or other incidental expenses.

It was solely through Dr. Henius's personal interest that these concessions were made possible, and we feel that record should be made of our recognition of his kindness.

Director Tollkuehn entered the room and took his seat.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—Carl E. Ekman, August 1; Walter Greene, July 25; Sander A. Kane, July 9; Edward Karasinski, September 7; Pierre W. Lyon, September 1; Alexander O'Hare, August 12; George F. Proctor, July 22; Levi E. Southe, June 1.

Book Repairer—Marguerite Hollingsworth, September 7.

Senior library assistants—Mildred H. Cohen, September 10; Madelyn Hesse, August 17; Geraldine Sanford, September 2.

Stationary fireman—John Stretch, September 2.

It is further recommended that leaves of absence be granted as follows:

Katherine Brady, principal library assistant, from August 9 to October 10, inclusive.

David J. DeRoches, elevator operator, three months from September 11.

Bruno Z. Nowakowski, page, one month from September 11.

Byrl A. Jörgensen, senior library assistant, extension of leave from August 25 to September 14, inclusive.

This Committee has given considerable time to the matter of salaries as presented in numerous petitions from many classes of Library employés. At this time we have not been able to reach a conclusion and beg leave to make a report of progress.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Sept. 8, 1919.

He, also, presented the bill of Joyce & Co. in the amount of $25.00, for premium on the bond of the Secretary, and moved that the bill be ordered paid.

Carried.

He, also, presented the list of vacancies and appointments for August, 1919, which was received and ordered published.

The following is the list:

Irene Black, junior library assistant, separated August 31.

Joseph Blejski, page, appointed temp. August 6, $480 per year.

Lester H. Buchbinder, page, separated August 6.

Victoria Chiappe, junior library assistant, appointed temp. August 18, $600 per year.

Jean Clark, junior library assistant, separated August 31.

Margaret J. Connelly, junior library assistant, separated August 24.

Birdie White Cooper, junior library assistant, separated August 31.

Vale Creen, page, separated August 12.

William Dempsey, page, appointed temp. August 19, $480 per year.

Robert Dunbar, page, appointed temp. August 4, $480 per year.

Carl E. Ekman, page, resigned August 1.

Adam Flegiel, page, appointed temp. August 11, $480 per year; separated August 25.

Lillian Flood, junior library assistant, separated August 25.

Helen Fuhs, junior library assistant, separated August 11.

Walter Gacek, marble cleaner, separated August 11.

Richard Gillespie, page, appointed temp. August 13, $480 per year; separated August 30.

Queen Guilberd, junior library assistant, appointed temp. August 4, $600 per year; separated August 6.

Robert Healy, page, separated August 9.

Madelyn Hesse, senior library assistant, resigned August 17.

Grace Hotchkiss, junior library assistant, separated August 31.

Thomas B. Hutchings, page, separated August 10.

Major Isaacson, page, appointed temp. August 11, $480 per year; separated August 30.

Frank Kasbohn, page, separated August 11.

Stanley King, page, appointed temp. August 11, $480 per year; separated August 30.

Clara Kummerow, junior library assistant, separated August 10.

Martha E. Lamb, junior library assistant, separated August 27.

Elizabeth Larkin, junior library assistant, resigned July 28.

Sadye Lischkoff, junior library assistant, appointed temp August 11, $600 per year.

Emil Listecki, page, appointed temp. August 18, $480 per year; separated August 27.

Homer Livingston, page, separated August 23.

John McNulty, page, separated August 11.

Frank Magilner, page, separated August 14.

Warren H. Marks, page, separated August 11.

Charles E. Mercer, page, separated August 24.

Joseph Mockus, page, appointed temp. August 21, $480 per year.

Cornelia Morden, junior library assistant, appointed temp. August 18, $600 per year.

Gerard Ninvoco, page, separated August 13.

Harold Noel, page, separated August 18.

Alexander O'Hare, page, resigned August 12.

Harry Olszak, page, appointed temp. August 26, $480 per year.

Richard O'Shaughnessy, page, separated August 25.

Jerome Pancoska, page, separated August 25.

Mary E. Pfeil, junior library assistant, separated August 25.

Nathaniel Porter, janitor, appointed temp. August 13, $1140 per year.

George Proctor, page, appointed temp. August 15, $480 per year.

Glen Pullen, page, separated August 3.

Helena Pullen, junior library assistant, appointed temp. August 18, $600 per year.

John Puszkiewicz, page, appointed temp. August 12, $480 per year; separated August 16.

Olive Roys, junior library assistant, appointed temp. August 28, $600 per year.

Alfred H. P. Sayers, senior library assistant, appointed temp. August 18, $900 per year.

Helen Schlosser, junior library assistant, appointed temp. August 18, $600 per year.

Bertrand Schroeder, page, appointed temp. August 23, $480 per year.

John Serafin, page, appointed temp. August 11, $480 per year; separated August 16.

Alexander Skrzypek, page, appointed temp. August 6, $480 per year.

Richard Sonne, page, separated August 23.

Theresa Textor, junior library assistant, appointed temp. August 13 $600 per year.

Irene C. Tierney, junior library assistant, appointed temp. August 8, $600 per year.

Armand Vacca, page, separated August 3.

Florence Votipka, junior library assistant, separated August 29.

Margaret J. Young, junior library assistant, separated August 15.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$ 190.00
Louis Solomon, rent, North Avenue Branch	185.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
Julius Fuermann, rent, Fullerton Avenue Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
W. V. Geary Teaming Co., street sprinkling in front Blackstone Branch	25.00
H. J. Troch, street sprinkling, branches	4.00
John J. McGrath, lettering branch window	14.00
Haegele Ice Co., ice	76 22
Toll Bros., laundering towels	48.75
Chicago Linen Supply Co., laundering towels	35.87
Individual Towel & Cabinet Service Co., clean towel supply	23.40
James S. Kirk & Co., soap	6.85
Buchanan Bros., sprinkling street, Main Library	18.00
Chicago Mill & Lumber Co., deposit boxes	252.00
Citizens Service Bureau, removing cinders, etc	47.18
Chicago Evening Post Co., advertising	3 85
Pottinger-Flynn Coal Co., coal	762.04
Dearborn Chemical Co., oil	154.59
Lunkenheimer Co., valves	11.56
O. C. Keckley Co., engineering supplies	6.91
Crane Co., engineering supplies	6.73
Inland Electric Co., electrical supplies	4.96
Gallaher & Speck, elevator repairs	31.20
Elevator Supplies Co., gate contacts	25.23
W. H. Salisbury & Co., belting, rings and packing	18.45
Bullard & Gormley Co., hardware	22.49
Fuller-Morrisson Co., ammonia, etc	4.76
The Fair, polish, etc	4.70
Geo. B. Carpenter & Co., awnings	158.12
Chas. Gulbranson, repairing air washing chamber	140 57
Everson Filter Co., overhauling filter	14.30
Marshall Field & Co., shade cord	6.96
Dahl-Stedman Co., 4th payment, general contract, Legler Branch	7 500.00
Alfred S. Alschuler, professional services	1,000.00
Standard Oil Co, gasoline	169.05
D. J. Gallagher Mfg. Co., waste	16.28
Chicago Auto Equipment Co., automobile accessories	14.26
Republic Truck Co., automobile accessories	12.15
H. Jacobsen, spark plugs	12 00
Maypole Garage, auto storage	15.50
Henry Landgraf, hanging and taking down station signs	43.50
C. A. Taylor Trunk Works, telescopes	5.00
H. G. Wilson, Sec'y, cash expenditures, Aug., 1919	45.31
Commonwealth Edison Co., current	128.60
	$12,055.34

He, also, presented a bill from the Commonwealth Edison Company in the amount of $18.86 for current consumed at the Kelly Branch Library, and moved that the bill be paid from the Kelly Branch fund.

Carried.

Director Schick presented a bill from the Chicago Telephone Company in the sum of $413.01 for telephone service at the main library and branches for the months of June, July and August, 1919, and stated that these bills had been held in abeyance pending an opinion from the Corporation Counsel on the right of the Telephone Company to change the rates fixed under the ordinance of November, 1907.

Director Schick, on behalf of the Committee, moved that the bills be ordered paid under protest.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

He, also, presented a bill from C. W. Homan in the amount of $62.00 for cleaning and decorating the walls and ceiling of the Walker Branch Library, and moved, on behalf the Committee, that the bill be ordered paid.

Carried.

Director Schick presented proposals for supplying the Library with Cylinder and Engine oils as follows:

Dearborn Chemical Company: Cylinder oil 70 cents per gallon less a discount of 10%; Dynamo and engine oil 50 cents per gallon less a discount of 10%, with a guarantee that the face value of the bills for oil used during the year will not exceed $305.00.

O. C. Keckley Co.: Cylinder oil 71.8 cents per gallon; Dynamo and engine oil 52 cents per gallon, with a guarantee that the face value of the bills will not exceed $325.00.

Director Schick moved, on behalf of the Committee, that the contract be awarded to the Dearborn Chemical Co. in accordance with their proposal.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of August, 1919, which was received and ordered published.

On motion of Director Tollkuehn, the Board adjourned.

A. L. Wilson
Secretary.

REPORT OF LIBRARIAN FOR AUGUST, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of August was 486,363; for the corresponding month of the previous year 487,258. The circulation was from the following sources:

Central Library	67,706
Branches	284,694
Stations	28,016

Traveling Libraries	77,475
Deposits	27,227
Branch Reference	1,245
	486,363

The following is a summary of the books obtained at the Central Library:

Main Collection	21,069
Open Shelf	29,578
Hughes Room	4,852
Music Room	2,539
Information Desk (Teachers and special cards)	8,314
Books for the Blind	888
Documents	130
Miscellaneous	336
	67,706

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	1,753	110	1,863
Austin	12,172	315	12,487
Bessemer Park	4,871	130	5,001
Blackstone	12,419	541	12,960
Burr School	3,650	142	3,792
Butler House	7,007	111	7,118
Cornell Square	2,725	123	2,848
Davis Square	765	38	803
Douglas Park	13,881	1,934	15,815
Dvorak Park	3,281	108	3,389
Eckhart Park	3 415	311	3,726
Forestville School	1,595	75	1,670
Fuller Park	2 503	58	2,561
Hamilton Park	7,766	209	7,975
Hamlin Park	4,563	49	4,612
Hardin Square	1,635	53	1,688
Hebrew Institute	5,880	258	6,138
Holstein Park	4,681	67	4,748
Humboldt	14,130	1,961	16,091
Independence Park	5,471	145	5,616
Kelly	16,059	262	16,321

Kosciuszko	3,960	39	3,999
Lewis Institute	12,931	466	13.397
Lincoln Center	7,512	228	7,740
Logan Square	9,637	304	9,941
McKinley Park	3,763	38	3,801
Mark White Square	3,259	62	3.321
Morse School	4,420	300	4,720
Ogden Park	9,067	159	9,226
Palmer Park	3,930	66	3,996
Pulaski Park	2,398	62	2,460
Rogers Park	10,314	117	10,431
Scanlan School	2,290	31	2,321
Seward Park	4,731	175	4,906
Shedd's Park	5,165	205	5,370
Sheridan Park	16,298	322	16,620
Sherman Park	5,705	141	5,846
Stanford Park	2,222	62	2,284
Stanton Park	2,393	143	2,536
Sumner School	4,219	203	4,422
Walker	3,640	86	3,726
West North Ave	10,273	295	10,568
West 26th Street	7,441	42	7,483
Woodlawn	18,904	635	19.539
Total	284,694	11,181	295,875

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Tota
Albany Park	3,435	116	3.551	East Rogers Park	1,433	84	1,517
Argyle	1,119	..	1,119	East Sixty-first St.	481	102	583
Armitage	723	38	761	E. Thirty-first St.	861	414	1,275
Assoc. House	2,730	906	3,636	Edison Park	547	..	547
Avondale	1,836	53	1,889	Fernwood	994	..	994
Birchwood	3,175	..	3,175	Gads Hill	1,106	..	1,106
Cheltenham	1,703	42	1,745	Gage Park	924	..	924
Chicago Ave	614	104	718	Grand Ave	708	425	1,133
Chicago Lawn	2,585	..	2,585	Grand Crossing	1,224	41	1,265
Cicero Ave	881	13	894	Greenview	485	54	539
Dauphin Park	1,224	68	1,292	Gresham	1,316	14	1,330
Diversey Ave	1,547	24	1,571	Hegewisch	1,275	..	1,275
Dunning	1,539	..	1,539	Hermosa	1,708	..	1.708

Homan	1,758	127	1,885	S. Ashland Ave	925	440	1,365
Irving Park	645	23	668	Southport Avenue	396	69	465
Jefferson Park	1,872	..	1,872	South Shore	451	18	469
Lakeview	1,051	..	1,051	S. Western Ave	880	201	1,081
Larrabee St	1,305	559	1,864	Trumbull Park	821	..	821
Lawndale	2,211	..	2,211	Wakeford	1,807	64	1,871
LeMoyne	1,304	63	1,367	Washing'n Heights	378	..	378
Longwood	998	..	998	West Division	896	..	896
Madison Street	1,065	449	1,514	West Harrison St.	767	417	1,184
Mayfair	1,293	..	1,293	West Pullman	2,302	..	2,302
Milwaukee Ave	846	516	1,362	West Ravenswood	2,122	186	2,308
Montrose	1,881	..	1,881	W. Sixty-ninth St.	671	28	699
North Clark St	635	300	935	West Twelfth St.	1,971	1,568	3,539
Norwood Park	622	..	622	Wieboldt	2,516	..	2,516
Park Manor	4,159	134	4,293	Windsor Park	570	..	570
Ravenswood	2,184	162	2,346	Total	77,475	7,822	85,297

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	284,694	11,181	295,875
Traveling Libraries	77,475	7,822	85,297
Business House Deposits	27,227	698	27,925
Branch Reference	1,245	.....	1,245
Total	390,641	19,701	410,342

Of the 28,016 books supplied through the Stations Department, 11,181 were sent to 44 branches and 16,835 to 60 stations. The books supplied for the same month of the preceding year numbered 32,231 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 18,706.

REFERENCE ROOM.

Number of books issued from stacks 21,864
Number of recorded visitors 9,210

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 1,245; reference questions, 306.

ARTS AND CRAFTS ROOM.

Books consulted, 2,704. Visitors, 721.

HUGHES ROOM.

Volumes circulated, 4,852; pictures circulated, 129; recorded visitors, 3,297. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,745; bound newspapers, 424. Visitors, 1,351.

CIVICS ROOM.

Magazines issued, 1,769; directories consulted, 2,077; bound documents used, 1,176; books, 378; pamphlets, 5,415; visitors, 5,347.

STUDY ROOM (Closed during August).

Volumes consulted, ... Visitors, ...

READING ROOM.

Periodicals issued at the counter at Central Library, 8,248. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 57,920.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 4,903; issued in August of the previous year, 5,036.

Number of juvenile cards issued, 1,232; research cards, 10; vacation cards, 526; teachers' cards, 82. The number of three-year cards outstanding is 216,745.

BINDERY DEPARTMENT.

Number of books at binderies August 1, 1919	14,722
Number of books sent to binderies in August, 1919	8,318
Total number of books at binderies in August, 1919	23,040
Number of books received from binderies in August, 1919	6,233
Number of books at binderies September 1, 1919	16,807
Number of books repaired in Library in August, 1919	2,875

GROWTH OF THE LIBRARY.

The total number of volumes in the Library August 31, 1919, was 997,557. Received since June 1, 1919, 30,703; since August 1, 1919, 8,777. Books worn out and discarded since June 1, 1919, 9,525; since August 1, 1919, 2,147. Books lost and paid for since June 1, 1919, 2,175; since August 1, 1919, 733. Books found and money refunded since June 1, 1919, 98; since August 1, 1919, 26.

CARL B. RODEN,
Librarian.

CHICAGO, September 8, 1919.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, SEPTEMBER 22, 1919.

OFFICIAL RECORD.

There were present, when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth, Tollkuehn and Sproul.

Absent — Directors Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held September 8, 1919, was dispensed with and the records thereof as printed were approved.

UNFINISHED BUSINESS.

The President, Director Barr, called up the report of the Committee on Administration on petitions from employees of the Board in reference to salaries.

Director Shutter, Chairman of the Committee on Administration, presented the following report:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—The Committee on Administration begs leave to report as follows regarding the question of salaries and the various petitions relating thereto, which have been before this Committee:

The problem is the most serious one that we have ever had to consider and has engaged our very earnest attention. We fully recognize the truth of the statements setting forth the increase in all living costs. This is a condition from which no one has been able to escape and which has affected the welfare of all. Every commodity purchased by the Public Library, such as books, furniture, fuel and other supplies, has increased in price since the appropriations for the current year were made. It cannot be denied that the cost of service, as represented by salaries, is subject to the same upward movement.

On the other hand we face the simple fact that in making up the budget for the current year every penny of available or probable income for this period was taken

into account and was appropriated to cover the urgent needs of the institution. We had no surplus and in many items we were forced to cut down the estimates and postpone much needed expenditures until another year. The increase in prices of commodities mentioned above is being met by a sharp reduction in quantity of purchases; this applying even to books. The problem before us at present is how to meet a possible increase in salaries, i. e., in cost of service, by any other method than a reduction in quantity of service, or number of employees, which is out of the question in view of the constantly growing patronage of the Library. It is already certain that there will be a deficit in the salary account for the year which will have to be covered in some way.

We admit that we have not found the way. We cannot recommend anticipating next year's revenue, which is a dangerous practice in view of the complex nature of our taxing system. We cannot advise encroaching upon the amount set aside for expansion, improvement or new service, and using this sum for salaries, because we cannot commit ourselves to a future holding no prospects for growth or enlargement of the Library activities. To increase salaries by a minimum of ten per cent, which would probably be inadequate, would add $50,000 to the present pay-roll. A horizontal increase of $10 per month would amount to nearly $70,000.

Any recommendation that we may make at this time can cover only the remaining months of the current calendar year, and deal only with the most serious phases of the question. We feel, since it is not now possible to cover all grades, that the lower grades should receive our entire attention in the present report and that the Board should assure the staff as a whole that the question of higher salaries in all other grades of service will receive the most earnest and liberal consideration possible in connection with the new budget to be based upon the revenue for the year 1920, when the amount of said revenue for that year is determined. For the present we restrict ourselves to submitting the following resolution:

Resolved: That from and after September 26, 1919, and subject to the approval of the Civil Service Commission, the following amended salary schedule shall apply in rating the salaries of all employees of the Chicago Public Library within the grades and groups enumerated:

REVISED SCHEDULE OF SALARIES.

Effective September 26, 1919.

Junior Assistants.

Grade I.

Group D	$ 780
Group C (at least six months' service in lower group)	840
Group B (at least six months' service in next lower group)	900
Group A (at least one year's service in next lower group)	960

Senior Assistants.

Grade II.

Group C	$1,020
Group B (at least one year's service in lower group)	1,080
Group A (at least one year's service in next lower group)	1,140

PRINCIPAL ASSISTANTS.
Grade III.
(Schedule unchanged.)

HEAD ASSISTANTS.
Grade IV.
(Schedule unchanged.)

PAGES.

Group C	$ 600
Group B (at least six months' service in lower group)	660
Group A (at least six months' service in next lower group)	720

MULTIGRAPH OPERATORS.
(Schedule unchanged.)

BOOK REPAIRERS AND TYPISTS.

Group C	$ 720
Group B (at least six months' service in lower group)	780
Group A (at least one year's service in next lower group)	840

It is estimated that these changes in the salary schedule will add from $12,000 to $15,000 to the pay-roll for the balance of the year 1919. It will be for the Board to decide how the funds to meet said changes shall be secured. The actual sum is dependent upon the number of persons actually employed, which is never constant. With a full force in all departments the higher figure would undoubtedly be reached. At present, however, there are over one hundred vacancies, mostly in the lower grades, to which we hope persons of satisfactory abilities may be attracted by the increases here made. There are also a few persons on leave of absence who will not participate in the increase until they return to the service.

The plan as here proposed shortens the period of service in each of the lower grades, and in the grades of junior assistants, pages and book repairers it also shortens the intervals between increases in salary. We hope that this will work out as an inducement to capable beginners to remain with the Library and increase their proficiency by holding out reasonable prospects of advancement to them. This is certainly part of our intention.

We further recommend that the schedule of the staff in branches be amended so that all branches at present showing a circulation indicating an annual total of 100,000 volumes or more shall be entitled to grade IV branch librarians, and all branches showing a circulation indicating 60,000 to 100,000 volumes a year shall be entitled to grade III branch librarians and that assignments be made so far as possible from eligible lists in accordance with these changes as well as to fill vacancies in all other grades in which there are eligible lists.

We further recommend that in the increases ordered in the grades as above, all employees shall participate in accordance with their present standing and seniority in the said grades, and that, whenever it becomes necessary to employ sixty-day appointees, the latter shall receive the salary of the beginning of the grade to which they are assigned, unless otherwise ordered.

Finally we submit for adoption the

following revised schedule of salaries for caretakers in certain of the larger branches for the balance of the current year:

Douglas Branch from $60 to $75 per month.

Humboldt Branch from $50 to $75 per month.

Morgan Park Branch from $30 to $40 per month.

Sheridan Branch from $30 to $40 per month.

Austin Branch from $30 to $40 per month.

Logan Square Branch from $30 to $40 per month.

West North Avenue Branch from $30 to $40 per month.

Lewis Institute Branch from $30 to $40 per month.

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Sept. 22, 1919.

Director Shutter moved the adoption of the report and concurrence in the recommendations of the Committee.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main collection:	763 vols.,	$798.00
Deposit collection:	935 vols.,	923.00
Branches collection:	788 vols.,	770.00
High school collection:	25 vols.,	25.00
Thomas Hughes collection:	9 vols.,	8.00
Rental collection:	29 vols.,	30.00
	2549 vols.,	$2554.00

Respectfully submitted,
FRANK F. TOLLKUEHN,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Sept. 22, 1919.

Director McLaughlin entered the room and took his seat.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul, McLaughlin and the President—8.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—John Blake, September 10; Louis Carsello, September 7; Lawrence W. Cronin, September 14; Benjamin

Einhorn, October 5; Elmer Jabusch, September 20; Benjamin Schenker, September 15.

Messenger — Albert Finkle, September 10.

Library typist—Anna C. Powers, September 10.

Junior assistants — Myrtle Dahmke, September 30; Helen M. Dowd, September 20.

Senior assistants—Raymond Dwyer, August 10; Dorothy C. Snyder, September 25.

It is further recommended that leave of absence be granted to Anna M. Culliton, page, from August 26 to October 1.

Finally we recommend that the sum of one hundred dollars be appropriated to defray the expenses of delegates from the Library to the Illinois Library Association meeting to be held at Peoria.

Respectfully submitted,

R. G. Shutter,
James J. Healy,
Charles E. Schick,
Committee on Administration.

Chicago, Sept. 22, 1919.

Director Shutter presented bids for auditing the books and accounts of the Public Library for the year ending May 31, 1920, and moved on behalf of the Committee that the contract be awarded to the United States Audit Company, the lowest bidder, on their bid of $175.00.

Carried.

Yeas — Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul, McLaughlin and the President—8.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved its adoption:

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds has had a conference with the architect of the Regional Branch building now in progress and has decided to recommend certain minor changes in the construction of said building as follows:

Study Room: Replace shelves on south wall only with a magazine back number case as per supplemental drawings supplied, at an additional cost of $308.00.

North Reading Room: Change shelving in south end from eight to sixteen inches, and change depth of all other wall shelves in same room from eight to ten inches; also, provide two book sorting ledges in stack room. The entire extra cost for these changes to be $25.00.

Rotunda: Omit card catalog cases at present indicated at northeast and southeast corners. Also, omit brass rails. A credit of $100 will be allowed for the latter.

Charging Desk: Change location, outlines and details as per new drawings, at an extra cost of $164.00.

Stacks: Omit one staircase and place remaining staircase in the middle as indicated on revised plans.

Woodwork: Use white oak instead of red oak for all visible woodwork, at an added cost of $480.

South Reading Room: Use cork bulletin board material instead of soft wood in all panels over book shelves, at an added cost of $179.00.

Inscription: Place the following inscription on bronze panel over the central entrance door:

The Henry E. Legler
Regional Branch

this to be done without extra cost.

Several additional credits arising out of above changes will be reported later, and will materially offset the additional costs

which at present amount to $912.00. We recommend the approval of these changes.

Your Committee also recommends that an order be given to the Enameled Steel Sign Company for seventy-five enameled steel signs, framed in wood, at a cost of $5.75 each, this bid being the lowest one received.

Owing to the fact that but one bid was received for repair work on the domes and roof of the Library, due to the unsettled labor conditions, your Committee recommends that action on this matter be postponed.

Respectfully submitted,
C. E. SCHICK,
E. W. SPROUL,
Committee on Buildings and Grounds.
CHICAGO, Sept. 22, 1919.

Director Healy moved the adoption of the report, with the exception of the paragraph reading:

"Woodwork: Use white oak instead of red oak for all visible woodwork at an added cost of $480.00."

The motion was lost.

Yeas—Director Healy—1.

Nays—Directors Schick, Beroth, Tollkuehn and Sproul—4; the President, Director Barr, and Directors Shutter and McLaughlin present and not voting.

The question, then reverting to the original motion, was carried.

Yeas—Directors Shutter, Schick, Beroth, Tollkuehn, Sproul, McLaughlin and the President—7.

Nays—Director Healy—1.

Director Schick moved that the matter of repairs on the domes and roof of the Library building be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul, McLaughlin and the President—8.

Nays—None.

NEW BUSINESS.

Director Shutter moved that the President appoint a committee of three members, consisting of the President and two members of the Board, to confer with the Board of Education on plans for the future maintenance of branch libraries in the high and grammar schools of the city.

Carried.

The President, Director Barr, thereupon appointed Directors Shutter and McLaughlin to serve with him as the special committee.

The President, Director Barr, presented a memorandum agreement between William A. Wieboldt & Company and the Chicago Public Library in the form of a lease as tenant at will without charge for the premises on the second floor of the building located at Lincoln avenue and School street, the space to be used as a deposit library under the custody of an employee of the Board.

Director Shutter moved that the President of the Board be authorized to execute the lease.

Carried.

On motion of Director Beroth, the Board adjourned.

A. L. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, OCTOBER 13, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Tollkuehn and Sproul.

Absent—Directors Beroth, Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held September 22, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from the Secretary of the Public Library Employés' Pension Fund was received and ordered published.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—At the election of trustees for the Public Library Employés' Pension Fund held October 6, 1919, the following were elected for the terms specified:

From the Board of Directors: Mr. Charles E. Schick, one year term, to succeed Samuel Gessler.

From employés contributing to the fund: Mr. George S. King, two year term, to succeed himself.

Respectfully submitted,

H. G. WILSON, *Sec'y.*

CHICAGO, Oct. 13, 1919.

A verbal communication from Miss Grace Dixon, Chairman of the Canteen Committee of the Chicago Woman's Club, in reference to the bronze tablet in the Randolph street corridor, was referred to the Committee on Buildings and Grounds.

A delegation from the oilers, firemen and coal passers of the Library building appeared before the Board at this time in reference to their salaries.

The delegation was given a hearing and the matter was referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, Director Tollkuehn moved that the matters in the hands of the Committee be considered in open Board.

Carried.

Director Tollkuehn presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

B. F. Stevens & Brown, books and subscriptions, £74/12/10 (est.)	$ 312.90
J. Terquem, books, francs 851.25 (est.)	170.25
Marshall Field & Co., books	2,550.71
A. C. McClurg & Co., books	1,708.20
The Pilgrim Press, books	317.10
A. L. A. Publisbing Board, books	90.00
H. L. Hayward, books	84 00
C. V. Ritter, books	58.50
R. L. Polk & Co., books	37.00
American Historical Society, books	30.00
Boston Book Co., books	20.00
C. Grentzeback, books	6.30
Bumstead & Co., books	9.00
McDonough & Co., books	5 00
Geo. C. Olcott & Co., books	5.00
A. Kroch & Co., subscription	6.97
Geo. E. Koehler & Son, binding	1,281.59
Northwestern Bindery, binding	513.50
Brabandt & Valters Book Binding Co., binding	492.06
Burgmeier Book Bindery, binding	491.20
Simpson Book and Music Bindery, binding	296.40
John Seybold, marking on backs of books	110.89
Slade, Hipp & Meloy, gummed muslin	45.00
Clayton F. Summy Co., binging music	5.50
Tucker-Kenworthy Co., printing	115.75
Dwight Bros. Paper Co., paper	93.96
Cameron, Amberg & Co., printing	133.30
Max Stern's Sons, printing	78.00
James Watson & Co., printing	30.50
Paper Mills Co., printed envelopes	76.00
Bradner Smith & Co., paper	44.68
Pilcher-Hamilton Co., paper	22.84
J. W. Butler Paper Co., paper	13.50
L. Gould & Co., twine	43.20
Dennison Mfg. Co., gummed labels, etc.	16.22
Geo. E. Cole & Co., stationery	72.14
Carter & Allen, ribbons	30.00
Albert Hancock & Co., paper	28.50
Ioas Bros, desk pads and ink	18.20
P. A. Salisbury-Schulz Co., stamp pads, ink and rubber stamps	18.00
Goodyear Rubber Co., rubber bands	14.50
A. B. Dick & Co., mimeograph supplies	13.60
Hammond Typewriter Co., repairing machines	11.40
Tablet & Ticket Co., gummed letters	10.90
Gerts, Lumbard & Co., brushes	5.01
H. G. Wilson, Sec'y, cash expenditures, Sept., 1919	334.95
	$9,872.22

He, also, presented the following bills and moved that the bills be paid from the Rental Collection Fund.

Carried.

Marshall Field & Co., books	$74.30
A. C. McClurg & Co., books	24.20
	$98.50

He, also, presented the following schedule of book lists, recommended by the Librarian for purchase, and moved that the recommendation of the Librarian be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Main collection:	1672 vols., (44 pamph.)	$1447.00
Deposit collection:	903 vols.,	894.00
Branch collection:	987 vols.,	1120 00
High school collection:	41 vols.,	49 00
Thomas Hughes collection:	19 vols.,	17.00
Rental collection:	28 vols.,	29.00
	3650 vols., (44 pamph.)	$3556 00

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee:

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Page—Frank Bonomo, October 7.

Junior library assistants—Libbie Czapler, October 1; Marjorie A. Porter, September 29.

Senior library assistants—Ruth Chander, October 6; Phyllis Cleaver, October 2.

Watchman—John Christian, October 15.

It is further recommended that leaves of absence be granted as follows:

Lena O. Sorg, junior library assistant, for one month from October 10.

Carrie Schade, senior library assistant, for five months from October 15.

We also recommend that the rate paid to John Seybold for marking books be increased from one and one-half cents to two cents per volume.

Also that Dennis E. Buggie be appointed to the position of watchman made vacant by the resignation of John Christian, pending action by the Civil Service Commission.

Respectfully submitted,

CHARLES E. SCHICK,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Oct. 13, 1919.

Director Schick moved the adoption of the report.

Director Shutter presented the following as a minority report of the Committee and moved its adoption.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—The undersigned begs to submit the following as a minority report of the Committee on Administration, namely:

That Patrick J. Joyce be appointed to the position as watchman made vacant by the resignation of John Christian, pending action by the Civil Service Commission.

Respectfully,

R. G. SHUTTER.

CHICAGO, Oct. 13, 1919.

On a *viva voce* vote the motion was declared lost.

The question then reverting to the orginal motion on a *viva voce* vote, the President declared the majority report of the Committee adopted.

Director Shutter presented the bill of the United States Audit Company in the sum of $43.75 for audit of the books and accounts of the Public Library for the three months ended August 31, 1919, and moved that the bill be ordered paid.

Carried.

He, also, presented the list of vacancies and appointments for September, 1919, which was received and ordered published.

The following is the list:

Clifford Anderson, page, separated September 7.

Harold E. Atchison, page, appointed temp. September 11, $480 per year; separated September 25.

Virginia B. Ault, junior library assistant, appointed temp. August 27, $600 per year; separated September 23.

Dorothy E. Baker, junior library assistant, appointed temp. September 18, $480 per year.

Margaret Ball, book repairer, separated September 25; appointed temp. junior library assistant September 26, $780 per year.

Frances Barron, junior library assistant, separated September 16.

Neva J. Bath, junior library assistant, appointed senior library assistant September 26, $1020 per year promotional.

Willard Becker, page, appointed temp. September 11, $480 per year.

Marie Behn, junior library assistant, separated September 7.

Alma Belzig, junior library assistant, appointed temp. September 15, $600 per year.

Saul W. Berkowitz, page, appointed temp. September 23, $480 per year.

Evangeline Binmore, junior library assistant, appointed temp. September 2, $480 per year.

John Blake, page, resigned September 10.

Harry Borak, page, separated September 30.

Viola Bough, junior library assistant, appointed senior library assistant, September 26, $1020 per year, promotional.

Elizabeth Bowen, junior library assistant, separated September 10.

Frances Boyd, junior library assistant, appointed senior library assistant September 26, $1020 per year, promotional.

Edward Bresnahan, page, separated September 1.

Abe Brill, page, appointed temp. September 19, 25 cents per hour.

Dorothy Brown, junior library assistant, appointed temp. September 2, $480 per year.

Paul Bruneau, page, appointed temp. September 19, 25 cents per hour.

Isabel Buckley, junior library assistant, appointed temp. September 22, $480 per year.

Andrew Burger, page, separated September 7.

Leo Callahan, page, appointed temp. September 18, $480 per year.

Louis Carsello, page, resigned September 7.

Alice Casey, junior library assistant, appointed temp. September 8, $600 per year; separated September 12.

Ruth Chandler, senior library assistant, resigned September 25.

Frederick A. Charlson, page, appointed temp. September 11, $480 per year.

Jean Clark, junior library assistant, separated September 1.

Mildred H. Cohen, senior library assistant, resigned September 10.

Harry Collins, page, appointed temp. September 5, $480 per year.

Geraldine Costin, junior library assistant, separated September 15.

John Coumbe, page, separated August 25.

Mary M. Countryman, junior library assistant, resigned September 25.

Libbie Czapler, junior library assistant, resigned September 30.

Inga Dahl, junior library assistant, separated September 14.

Myrtle Dahmke, junior library assistant, resigned September 30.

William Dempsey, page, separated September 2.

Fred Dennis, janitor, appointed temp. September 4, $1140 per year; separated September 16.

Antoinette De Roulet, junior library assistant, appointed temp. September 15, $600 per year.

Dorothy Dillon, junior library assistant, appointed senior library assistant September 26, $1020 per year promotional.

Helen M. Dowd, junior library assistant, resigned September 19.

H. Roberta Dreyer, junior library assistant, appointed senior library assistant September 26, $1020 per year, promotional.

Robert Dunbar, page, separated September 7.

Raymond Dwyer, senior library assistant, resigned August 10.

Adeline Fatschild, junior library assistant, appointed temp. September 18, $600 per year.

Lydia Field, junior library assistant, appointed senior library assistant, September 26, $1020 per year, promotional.

Albert Finkle, messenger, resigned September 10.

Louis Finkel, page, appointed temp. September 19, 25 cents per hour.

William Fitzgerald, page, appointed temp. September 22, $480 per year.

Francis Flahive, page, appointed temp. September 8, $480 per year.

Simon Friedman, page, appointed temp. September 3, $480 per year.

John Gabel, page, appointed temp. September 17, $480 per year.

Ella Gaughan, junior library assistant, appointed temp. September 22, $600 per year.

Frances Golombowski, junior library assistant, appointed senior library assistant September 26, $1020 per year, promotional.

Joseph Greengard, page, resigned September 22.

Walter S. Greer, page, appointed temp. September 26, $600 per year.

Robert Griffin, page, appointed temp. September 3, $480 per year.

Edward Gusteman, page, appointed temp. September 15, $480 per year; separated September 28.

Arnold T. Hansen, page, resigned, August 3.

Ruth Henley, junior library assistant, appointed temp. September 9, $600 per year; separated September 19.

Frances Hoffman, junior library assistant, separated September 10.

Verona Holding, junior library assistant, appointed temp. September 15, $660 per year.

Marguerite Hollingsworth, book repairer, resigned September 7.

Margaret Houlihan, multigraph operator, separated September 10.

Belle B. Hyman, junior library assistant, appointed senior library assistant September 26, $1020 per year, promotional.

William Ivers, janitor, separated September 25.

Elmer Jabusch, page, resigned, September 21.

Florence Johnson, junior library assistant, appointed September 2, $480 per year.

Margaret J. Johnson, junior library assistant, appointed temp. September 8, $600 per year.

LeRoy Jones, page, appointed temp. September 19, 25 cents per hour.

George T. Jordan, page, separated August 29.

Martha Y. Joseph, junior library assistant, appointed senior library assistant September 26, $1020 per year, promotional.

Alex Kapczynski, page, appointed temp. September 12, $480 per year.

Benjamin Kaplovitz, page, separated August 31.

Edward Karasinski, page, resigned September 7.

John J. Kanser, page, separated September 25.

Dorothy Keller, junior library assistant, appointed temp. September 15, $480 per year.

Jay Kent, page, separated September 19.

Daniel Kieliszewski, page, separated September 17.

Hazel Kober, junior library assistant, appointed temp. September 23, $600 per year.

Edward Kolbaska, page, separated September 7. (separated September 11.)

Airum B. Korman, principal library assistant, appointed civil service September 12, $1200 per year.

Anita Kounselbaum, junior library assistant, appointed temp. September 5, $600 per year; separated September 19.

Mary Kull, junior library assistant, separated September 10.

Marguerite Laidley, junior library assistant, appointed temp. September 8, $480 per year.

DeWitt N. Lane, page, appointed temp. September 8, $480 per year.

Mrs. Addie Lawler, junior library assistant, separated September 14.

John Lawtonschlager, page, appointed temp. September 6, 25 cents per hour.

Bernhard Lazarus, page, appointed temp. September 2, $480 per year.

Gertrude Leberstine, junior library assistant, appointed senior library assistant, September 26, $1020 per year, promotional.

Marguerite Lennen, junior library assistant, separated September 7.

Isadore Levin, page, separated September 3.

Harry Litwak, page, separated September 1.

Lillian Lonek, junior library assistant, separated September 25.

Edith S. Ludden, junior library assistant, appointed senior library assistant September 26, $1020 per year, promotional.

Pierre W. Lyon, page, resigned September 1.

Sigsbee McCready, junior library assistant, appointed temp. September 21, $660 per year.

Paul M. McNichols, page, appointed temp. September 11, $480 per year.

Francis Morris, page, separated September 10.

Mary Moser, principal library assistant, appointed head assistant September 26, $1440 per year, promotional.

John T. Murphy, page, separated September 10.

Frieda Newman, junior library assistant, appointed senior library assistant, September 26, $1020 per year, promotional.

Harold Noel, page, appointed temp. September 20, 25 cents per hour.

Joseph Novak, page, appointed temp. September 17, $480 per year.

Clifford Ohlander, page, appointed temp. September 13, $480 per year.

David Oliva, page, separated September 21.

Marie O'Malley, junior library assistant, appointed temp. September 15, $480 per year.

Josephine O'Neill, junior library assistant, appointed temp. September 15, $480 per year.

Thomas O'Rourke, page, appointed temp. September 19, 25 cents per hour.

Daniel Orr, page, appointed temp. September 20, 25 cents per hour

LeRoy Osterkamp, page, appointed temp. September 15, 25 cents per hour.

Mrs. Mae Park, junior library assistant, appointed temp. September 5, $600 per year.

Harriet Pashley, junior library assistant, separated September 10.

William P. Perlman, messenger, resigned September 25.

Marie S. Petrulis, junior library assistant, appointed temp. September 29, $780 per year.

Irene Peterson, junior library assistant, appointed temp. September 30, $480 per year.

Grace Poltrock, junior library assistant, appointed temp. September 2, $480 per year.

Bernard Ponedel, page, separated September 25.

Marjorie A. Porter, junior library assistant, resigned September 28.

Nathaniel Porter, janitor, separated September 17.

Anna C. Powers, library typist, resigned September 10.

William Rechord, page, separated September 8.

Jack Regent, page, appointed temp. September 18, $480 per year.

Irwin Robertson, page, appointed temp. September 26, $600 per year.

Harry G. Rhodes, page, appointed temp. September 29, $600 per year.

Olive Roys, junior library assistant, appointed temp. August 28, $600 per year.

John Ryan, page, separated September 25.

Joseph Ryan, page, separted September 1.

Mrs. Geraldine Sanford, senior library assistant, resigned September 2.

Edna Sarre, junior library assistant, appointed temp. September 9, $600 per year.

Benjamin Schenker, page, resigned September 15.

Helen E. Schiewe, junior library assistant, appointed temp. September 12, $600 per year.

Margaret Schneider, junior library assistant, separated September 18, appointed Civil Service September 19, $660 per year.

Harry Schroeder, page, separated September 7.

Dorothy Schumacher, junior library assistant, appointed temp. September 2, $600 per year.

Kathryn Siewers, junior library assistant, appointed temp. September 26, $780 per year; separated September 10.

Helen J. Sim, junior library assistant, appointed senior library assistant, September 26, $1020 per year, promotional.

Alexander Skrzypek, page, separated September 7.

Dorothy Snyder, senior library assistant, resigned September 25.

Sam Snyder, page, appointed temp. September 19, 25 cents per hour.

John Stretch, stationary fireman, resigned September 2.

Flora Therriault, junior library assistant, appointed temp. September 9, $600 per year.

Edward Thomas, page, appointed temp. September 10, $480 per year.

Stephen A. Thomas, page, separated September 25.

Helen Tillotson, junior library assistant, separated September 23.

Irene Toman, junior library assistant, appointed temp. September 2, $600 per year; separated September 25.

Louise Watson, junior library assistant, appointed temp. September 22, $600 per year.

Wilma Wedel, junior library assistant, separated September 2.

Frank Weiss, page, separated September 1.

Harrison Wilson, page, appointed temp. September 2, $480 per year.

Grace Wolf, junior library assistant, appointed temp. September 18, $480 per year.

Thomas S. Young, page, separated September 10.

Edward Zakey, page, appointed temp. September 8, $480 per year.

Charlotte Zepf, junior library assistant, appointed senior library assistant, September 26, $1020 per year, promotional.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
Julius Fuermann, rent, Logan Square Branch	75.00
S. J. Christley, rent, Edison Park Branch.	20.00
Commonwealth Edison Co., electric current	149.63
Peoples Gas Light & Coke Co., gas	9.14
Consumers Co., coal	159.60
Chicago Telephone Co., telephone service	140.55
H. J. Troch, street sprinkling, branches	4.00
Haegele Ice Co., ice	55 86
Toll Bros., laundering towels	49.67
Chicago Linen Supply Co., laundering towels	37.49
Individual Towel & Cabinet Service Co., clean towel supply	22.50
Verkler & Haas, overhauling multigraph No. 4	45.00
Katherine F. White, preparation of screens for exhibit	26.00
H. Schultz & Co., sheet music boxes	25.00
City Collector, elevator inspections	22.00
International Films Service Co., photographs	16.40
Commercial Sign Co., sign	15 00
B. F. Cummins Co, repairing perforator	7.20
Chicago Evening Post Co., advertising	3 85
Citizens Service Bureau, removing cinders, etc	47.18
Buchanan Bros., street sprinkling	18.00
Pottinger-Flynn Coal Co., coal	206.07
J. Spaulding & Sons Co., fibre spools	6.00
Charles H. Besly & Co., oil	6.00
Inland Electric Co., electrical supplies	14.04
Marquette Electric Engineering Co., repairing elevator armature	49.00
D. J. Gallagher Mfg. Co., wiping cloths	13.44
Lunkenheimer Co., elevator supplies	8.52
Reliable Polishing Cloth Co., cheese cloth	75.00
Geo. B. Carpenter & Co., wire rope, etc	16 53
Bullard & Gormley Co, hardware	9.77
Plunkett Chemical Co., insect powder	6.00
W. H. Salisbury & Co., window cleaners	4.00
Royal Typewriter Co., typewriting machines	730.00
Mead & Wheeler Co., oak units, etc	641.80
Library Bureau, pamphlet cases, etc	32.50
Chicago Pulley and Shafting Co., book trucks parts	6.11
G B. Davidson, insurance on library property in bindery	16.10
J. Bernard Mullen, painting exterior iron work, etc	885 00
Chas. Gulbranson, repairs to airwashers	128.47
Edward Hines Lumber Co., lumber	83 00
Marshall Field & Co., window shades	26.00
Standard Oil Co, gasoline	204 75
Valvoline Oil Co., oil	28.05
Chicago Auto Equipment Co., rubber tires, etc	96 31
Thermoid Rubber Co., asbestos discs	27.36
Samuel Harris & Co., machinists' supplies	23.28
Republic Truck Co., auto parts	9 14
Maypole Garage, auto storage	24.75
John Wojtalewicz, auto storage	6.00
H. G. Wilson, Sec'y, cash expenditures, Sept., 1919	97.48
	$5,499.54

He, also, presented the following list of bills for maintenance of the Hiram

Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Royal Typewriter Co., typewriting machine..	$ 81.00
Consumers Co., coal and ice	49 93
Hocking & Penhallegon, paint and oil....	8.80
Commonwealth Edison Co., current.....	24.53
	$164.26

Director Schick reported informally, on behalf of the Committee, that proposals for the work in connection with the installation of new steel book stacks on the fourth floor of the Library building had been received by the Committee, and after consideration the Committee recommend that contracts be awarded as follows:

Steel Stacks:

Paltridge Metal Equipment Co. for the sum of $8,880 00.

Electrical Work:

Pierce Electric Co. for the sum of $1,372.00.

General Work:

Frank H. Stowell Co. for the sum of $1,688.00.

Director Tollkuehn moved the adoption of the report of the Committee.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul, and the President—6.

Nays—None.

Director Schick recommended, on behalf of the Committee, that an order be given to Johnson Service Company for repairs and adjustment of the temperature control apparatus in the Library building on a time and material basis with a charge of $1.25 an hour for labor, and regular charges for repair parts and material needed.

Director Healy moved that the recommendation be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of September, 1919, which was received and ordered published.

The Secretary presented the report of the United States Audit Company on their audit of the books and accounts for the three months ended August 31, 1919, which was received and ordered published.

The following is the report:

June 21st, 1919.

To the President and Board of Directors,
The Chicago Public Library,
Chicago.

Gentlemen:—In accordance with your instructions, we have audited the books and accounts of the Chicago Public Library for the three months ended August 31, 1919.

We compared the Vouchers with the entries in the Cash Book and Voucher Record, and verified the Receipts from Fines, Books Lost, Deposits, etc., by a comparison with the Branch Library Daily Receipt books and stubs of the Deposit Receipt books.

We proved the footings of all books of original entry and traced the postings therefrom to the General Ledger.

We verified the Cash Account by checking the Bank accounts and counting the Cash in the office.

We inspected and checked the Securities representing the various Investments in the presence of the Secretary, Mr. Wilson, and Director Shutter.

We compared the Receipts, as shown by the City Treasurer, with the amounts as shown on the books of the Library, and found them to be in agreement.

We submit herewith various statements, as indexed, which contain full details of the transactions of the period under review, which are correct and in accordance with the books.

Yours very truly,
UNITED STATES AUDIT CO.
WHITNEY B. FLERSHEM,
Certified Public Accountant.

FUNDING BALANCE SHEET, AUGUST 31, 1919.

Fund Assets.

Public Library Fund:			
Taxes Collectible 1917		$ 32,765.96	
Taxes Collectible 1918		160,115.24	
			$192,881.20
Balance in hands of City Treasurer			225,174.14
Total Public Library Fund Assets			$418,055.34
Current and Trust Funds:			
Bonds		273,827.96	
Certificate of Deposit		172.04	
Cash		10,852.66	
Petty Cash		380.77	
Accrued Interest Receivable		65.06	
Total Current and Trust Funds			285,298.49
Total Assets			$703,353.83

Fund Liabilities.

Public Library Fund		$418,055.34	
Petty Cash		1,000.00	
Current and Trust Funds:			
Kelly Fund	$200,000.00		
Kelly Fund Increment	65,000.00		
Kelly Branch	2,050.16		
Ryder Fund	10,000.00		
Ryder Fund Income	96.73		
Beecher Fund Income	47.54		
Jackson Fund	1,000.00		
Jackson Fund Income	188.82		
Security Deposits	1,548.70		
Special Deposits	100.00		
Rental Collections	2,249.64		
Insurance Fund	16.90		
Beecher Fund	2,000.00		
		284,298.49	
Total Liabilities			$703,353.83

Library Fund—Cash Receipts and Disbursements for the Three Months Ended August 31, 1919.

Receipts.

Tax Levy 1918	$313,032.34
Interest on Balance with City Treasurer	280.19
Quarterly Receipts	2,460.97
Total Receipts	$315,773.50
Add: Balance May 31, 1919	133,229.03
	$449,002.53

Disbursements.

Salaries: Main Library	$73,271.31	
Branches	40,706.59	
Delivery Stations	2,868.70	
Delivery Stations: Miscellaneous	1,253.48	
Branches: Miscellaneous	4,093.85	
Books	26,965.07	
Binding	10,325.45	
Finding Lists	462.17	
Printing and Stationery	2,792.07	
Periodicals	1,707.66	
Miscellaneous Expense	2,289.84	
Fuel	4,103.85	
Heating and Generating Plant	571.99	
Electric Supplies and Repairs	231.21	
Elevator Supplies and Repairs	213.73	
Janitors' Expense	353.95	
Furniture and Fixtures	4,772.37	
Insurance	518.34	
Freight and Expressage	39.20	
Postage	1,026.38	
Books Lost and Paid for—Refunds	106.67	
Repairs, Alterations and Improvements	1,607.84	
Branch Buildings	43,546.67	
Total Disbursements		223,828.39
Balance on hand August 31, 1919		$225,174.14

Current and Trust Funds.

Cash Receipts and Disbursements for the Three Months Ended August 31, 1919.

Receipts.	Total.	August	July.	June.
Kelly Branch	3,541.30	5.15	2,841.47	694.68
Ryder Fund Income	110.00	.....	60.00	50.00
Jackson Fund Income	2.32	.....	2.32	.....
Rental Collections	432.42	143.44	135.10	153.88
Secretary's Petty Cash	2.580.73	602.89	977.86	999.98
Miscellaneous	401.65	151.21	118.89	131.55
Finding Lists	76.73	29.17	23.22	24.34
Books Lost and Paid for	1,982.59	746.00	708.93	527.66
Deposits	1,117.35	372.15	374.45	370.75
Fines	7,786.29	2,482.01	2,382.38	2,921.90
Bonds	4,000.00	.....	1,000.00	3,000.00
Beecher Fund Income	40.00	.....	.....	40.00
Total Receipts	22,071.38	4,532.02	8,624.62	8,914.74
Add: Cash Balance May 31, 1919	10,258.99	11,490.95	13,177.20	10,258.99
	$32,330.37	$16,022.97	$21,801.82	$19,173.73

Disbursements.				
Treasurer	$ 2,460.97	$ 926.38	$ 851.04	$ 683.55
Pension Fund	7,786.29	2,482.01	2,382.38	2,921.90
Kelly Branch	2,775.05	882 75	1,045.25	847.05
Ryder Fund Income	91.42	27.75	....	63.67
Books	155.78	24.66	52.23	78.89
Branches	63.99	7.73	12.00	44.26
Books Lost and Paid for—Refunds	106.67	28.45	32.93	45.29
Deposits	1,006.00	372.70	305.00	328.30
Delivery Stations—Miscellaneous	34.87	10.58	4.95	19.34
Freight and Expressage	39.20	9.72	26.00	3.48
Heating and Generating Plant	9.12	2.89	3.60	2.63
Miscellaneous Expense	459.15	20.67	53.44	385.04
Periodicals	46.79	2.30	18.54	25.95
Postage	1,026.38	270.33	395.57	360.48
Printing and Stationery	16.43	.30	3.63	12.50
Rental Collections	330.65	97.95	58.50	174.20
Insurance Fund	.75	.....	.75	....
Elevator Supplies and Repairs	3.14	3.14	.....	.....
Bonds	5,000.00	.....	5,000.00	.....
Accrued Interest	65.06	.....	65.06	....
Total Disbursements	21,477.71	5,170.31	10,310.87	5,996.53
Cash Balance August 31, 1919	$10,852.66	$10,852.66	$11,490.95	$13,177.20

Current and Trust Funds—Summary of Balances
For the Three Months Ended August 31, 1919.

	June.	July	August
Kelly Fund	$ 200,000.00	$200,000.00	$200,000.00
Kelly Fund Increment	65,000.00	65,000.00	650,00.00
Kelly Branch	1,131.54	2,927.76	2,050.16
Ryder Fund	10,000.00	10,000.00	10,000.00
Ryder Fund Income	64.48	124.48	96.73
Beecher Fund	2,000.00	2,000.00	2,000.00
Beecher Fund Income	47.54	47.54	47.54
Jackson Fund	1,000.00	1,000.00	1,000.00
Jackson Fund Income	186.50	188.82	188.82
Security Deposits	1,479.80	1,549.25	1,548.70
Special Deposits	100.00	100.00	100.00
Rental Collections	2,127.55	2,204.15	2,249.64
Incidental Fund (Petty Cash)	1,000.00	1,000 00	1,000.00
Insurance Fund	17.65	16.90	16.90
	$284,155.06	$286,158.90	$285,298.49
Less: Amount due from City Comptroller for Secretary's Petty Cash Fund	977.86	602.89	380.77
Accrued Interest Receivable	.....	65.06	65.06
	$ 977.86	$ 667.95	$ 445.83
	$283,177.20	$285,490.95	$284,852.66
Made up as follows:			
Bonds—Book Value	$269,827.96	$273,827.96	$273,827.96
Certificate of Deposit	172.04	172.04	172.04
Cash	13,177.20	11,490.95	10,852.66
	$283,177.20	$285,490.95	$284,852.60

Reconciliation of Trust Funds,
August 31, 1919

Trust Funds:		
Hiram Kelly Bequest	$200,000.00	
William Ryder Bequest	10,000.00	
Jerome Beecher Bequest	2,000.00	
H. W. Jackson Bequest	1,000.00	
Hiram Kelly Increment	65,000.00	
		$278,000.00
Investments:		
Municipal, Liberty Loan, and Sundry Bonds (par value $278,000.00)	$273,827.96	
Certificate of Deposit No. 11376	172.04	
Payment of $4,000.00 Installment on Victory Liberty Loan on July 16, 1919, entered on Cash Book September 2, 1919	4,000.00	
		$278,000.00

Cash Reconciliation

August 31, 1919.

First National Bank:		
Balance per Bank Statement		$ 7,439.90
Deduct: Outstanding Checks		16.20
Balance per Books		7,423.70
Union Trust Company:		
Balance per Bank Statement	2,340.77	
Deduct: Outstanding Checks	355.67	
Balance per Books		1,985.10
Illinois Trust and Savings Bank:		
Balance per Savings Account		343.09
Total Bank Balances		9,751.89
Add: Deposits September 1 to 30, 1919, inclusive:		
First National Bank	2,347.49	
Union Trust Company	145.00	
Illinois Trust and Savings Bank	21.25	2,513.74
		12,265.63
Deduct: Withdrawals September 1 to 30, 1919, inclusive:		
First National Bank	3,608.64	
Union Trust Company	728.44	4,337.08
Balance in Banks September 30, 1919, per Books		7,928.55
Add: Cash per Count September 30, 1919	793.55	
Disbursements September 1 to 30, 1919	5,580.96	6,374.51
		14,303.06
Deduct: Receipts September 1 to 30, 1919	3,403.12	
Suspense: Cash Over	47.28	3,450.40
Balance per Books August 31, 1919		$10,852.66

NEW BUSINESS.

The President, Director Barr, appointed Director E. W. Sproul to serve as a member of the Committee on Library during the temporary absence of members of that Committee.

On motion of Director Sproul, the Board adjourned.

A. B. Wilson
Secretary.

REPORT OF LIBRARIAN FOR SEPTEMBER, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of September was 521,254; for the corresponding month of the previous year 463,131. The circulation was from the following sources:

Central Library	63,833
Branches	325,622
Stations	26,799
Traveling Libraries	75,295
Deposits	26,977
Branch Reference	2,728
	521,254

The following is a summary of the books obtained at the Central Library:

Main Collection	22,635
Open Shelf	28,376
Hughes Room	4,292
Music Room	2,515
Information Desk (Teachers and special cards)	4,600
Books for the Blind	960
Documents	132
Miscellaneous	323
	63,833

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,250	167	2,417
Austin	11,168	324	11,492
Austin High	9,841	....	9,841
Bessemer Park	4,954	212	5,166
Blackstone	11,567	473	12,040
Burr School	4,083	150	4,233
Butler House	6,047	133	6,180
Cornell Square	2,559	125	2,684
Davis Square	1,415	65	1,480
Douglas Park	14,881	1,495	16,376
Dvorak Park	3,395	99	3,494
Eckhart Park	3,501	346	3,847

Englewood High	3,518	....	3,518
Forestville School	2,354	76	2,430
Fuller Park	3,250	77	3,327
Hamilton Park	7,135	220	7,355
Hamlin Park	4,778	70	4,848
Hardin Square	3,159	97	3,256
Harrison High	10,467	....	10,467
Hebrew Institute	5,534	292	5,826
Holstein Park	4,362	126	4,488
Humboldt	13,166	1,460	14,626
Independence Park	4,830	153	4,983
Kelly	15,567	300	15,867
Kosciuszko	3,558	40	3,598
Lake View High	9,244	....	9,244
Lewis Institute	12,702	475	13,177
Lincoln Center	7,398	276	7,674
Logan Square	9,187	223	9,410
McKinley Park	3,076	32	3,108
Mark White Square	4,086	111	4,197
Marshall High	6,837	95	6,932
Morse School	4,793	356	5,149
Ogden Park	8,783	146	8,929
Palmer Park	3 420	91	3,511
Pulaski Park	2,879	58	2,937
Rogers Park	8,957	73	9,030
Scanlan School	4,194	56	4,250
Senn High	6,053	....	6,053
Seward Park	5,030	245	5,275
Shedd's Park	4,677	182	4,859
Sheridan Park	14,578	336	14,914
Sherman Park	5,296	169	5,465
Stanford Park	2,245	89	2,334
Stanton Park	2,378	148	2,526
Sumner School	4,057	188	4,245
Walker	3,454	74	3 528
West North Ave	9,181	285	9,466
West 26th Street	7,397	89	7,486
Woodlawn	18,381	639	19,020
Total	325,622	10,936	336,558

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park (Aug.)	3,500	..	3,500
(Sept.)	3,833	69	3,902
Argyle	789	..	789
Armitage	609	39	648
Assoc. House	2,351	706	3,057
Avondale	1,920	57	1,977
Birchwood	3,312	..	3,312
Center St. (Aug.)	146	..	....
(Sept.)	652	..	798
Cheltenham	1,546	33	1,579
Chicago Ave.	551	102	653
Chicago Lawn	2,402	..	2,402
Cicero Ave	914	23	937
Cleveland (Aug.)	414	.	....
(Sept.)	1,284	39	1,737
Colorado (Aug.)	45	..	....
(Sept.)	274	..	319
Dauphin Park	1,161	57	1,218
Diversey Ave.	1,231	17	1,248
Dunning	1,373	..	1,373
East Rogers Park	1,259	56	1,315
East Sixty-first St.	458	96	554
E. Thirty-first St.	923	448	1,371
Fernwood	900	..	900
Gads Hill	837	..	837
Gage Park	936	..	936
Grand Ave.	802	473	1,275
Grand Crossing	1,179	41	1,220
Greenview	575	41	616
Gresham	928	15	943
Hegewisch	1,671	..	1,671
Homan	1,528	157	1,685
Irving Park	691	11	702
Jefferson Park	1,858	..	1,858
Kelvin Grove	288	16	304
Larrabee St	1,521	543	2,064
Lawndale	2,306	..	2,306
LeMoyne	1,080	94	1,174
Longwood	1,058	..	1,058
Mayfair	905	..	905
Milwaukee Ave.	636	358	694
Montrose	1,553	..	1,553
North Clark St.	567	315	882
Norwood Park	574	..	574
Park Manor	3,666	135	3,801
Ravenswood	1,942	158	2,100
St. Louis (Aug.)	51	..	....
(Sept.)	192	16	259
S. Ashland Ave.	1,131	511	1,642
Southport Avenue	377	52	429
S. Western Ave.	651	221	872
Trumbull Park	838	..	838
Wakeford	1,913	68	1,981
Washing'n Heights	296	..	296
West Division	746	..	746
W. Englewood			
(Aug.)	312	..	....
(Sept.)	324	..	636
West Harrison St.	689	501	1,190
West Pullman	2,494	..	2,494
West Ravenswood	1,733	183	1,916
W. Sixty-ninth St.	544	22	566
West Twelfth St.	1,749	1,522	3,271
Wieboldt	1,718	..	1,718
Windsor Park	589	..	589
Total	75,295	7,195	82,490

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	325,622	10,936	336,558
Traveling Libraries	75,295	7,195	82,490
Business House Deposits	26,977	747	27,724
Branch Reference	2,728	.....	2,728
Total	430,622	18,878	449,500

Of the 26,799 books supplied through the Stations Department, 10,936 were sent to 45 branches and 15,863 to 59 stations. The books supplied for the same month of the preceding year numbered 26,869 volumes.

The circulation department was open on 25 week days. The daily average week day circulation was 20,850.

REFERENCE ROOM.

Number of books issued from stacks... 23,370
Number of recorded visitors..... ... 9,761

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 2,728; reference questions, 772.

ARTS AND CRAFTS ROOM.

Books consulted, 3,462. Visitors. 858.

HUGHES ROOM.

Volumes circulated, 4,292; pictures circulated, 2,508; recorded visitors, 2,825. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 5,140; bound newspapers, 417. Visitors, 1,398.

CIVICS ROOM.

Magazines issued, 1,913; directories consulted, 2,630; bound documents used, 1,239; books, 473; pamphlets, 6,915; visitors, 5,851.

STUDY ROOM.

Volumes consulted, 787. Visitors, 2,468.

READING ROOM.

Periodicals issued at the counter at Central Library, 9,249. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 64,085.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 6,614; issued in September of the previous year, 5,276.

Number of juvenile cards issued, 1,709; research cards, 5; vacation cards, 144; teachers' cards, 181. The number of three-year cards outstanding is 217,595.

BINDERY DEPARTMENT.

Number of books at binderies September 1, 1919	16,807
Number of books sent to binderies in September, 1919	5,356
Total number of books at binderies in September, 1919	22,163
Number of books received from binderies in September, 1919	5,158
Number of books at binderies October 1, 1919	17,005
Number of books repaired in Library in September, 1919	5,887

GROWTH OF THE LIBRARY.

The total number of volumes in the Library September 30, 1919, was 1,003,530. Received since June 1, 1919, 39,760; since September 1, 1919, 9,057. Books worn out and discarded since June 1, 1919, 12,028; since September 1, 1919, 2,503. Books lost and paid for since June 1, 1919, 2,855; since September 1, 1919, 680. Books found and money refunded since June 1, 1919, 197; since September 1, 1919, 99.

CARL B. RODEN,
Librarian.

CHICAGO, October 13, 1919.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, OCTOBER 27, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Schick, Tollkuehn, McLaughlin and Sproul.

Absent—Directors Shutter, Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held October 13, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Robert H. Harper, President of the Englewood Home Improvement Association, requesting the use of a room in the Hiram Kelly Branch Library for meetings of the Association the first Friday of each month.

Director Schick moved, on behalf of the Committee on Buildings and Grounds, that the request be granted.

Carried.

From Mrs. R. A. Miller, requesting the use of a room in the Hiram Kelly Branch Library for a meeting of the Parker Practice School Parent Teachers Association for Friday evening, November 7, 1919.

Director Schick moved, on behalf of the Committee on Buildings and Grounds, that the request be granted.

Carried.

The following communication from George A. Fuller Company:

"Chicago, October 20, 1919.

"*Chicago Public Library,*
"*Randolph St. and Michigan Ave.,*
"*Chicago, Illinois.*

"*Gentlemen:*—We beg to notify you hereby that we are about to commence the erection of a building on the property known as the northwest corner of East

Randolph street and Michigan boulevard, in the City of Chicago, adjacent to the property owned or leased by you, and that we expect to excavate for and construct foundations on said property, and that you should take any steps necessary to protect your property.

"Yours respectfully,
"George A. Fuller.
"E. S. Belden, *Vice-President.*"

Director Sproul moved that the matter be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin, Sproul and the President—6.

Nays—None.

Communication from Edward Trostrud in reference to the installation of additional electric lights on North avenue in the block in which the West North Avenue Branch is located.

Referred to the Committee on Buildings and Grounds.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents a schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main collection:	284 vols., (6 pamph.)	$389.00
Deposit collection:	174 vols.,	190.00
Branch collection:	171 vols.,	223.00
High school collection:	18 vols.,	20.00
Rental collection:	13 vols.,	15.00
	660 vols., (6 pamphlets)	$837.00

Respectfully submitted,
FRANK F. TOLLKUEHN,
R. J. MCLAUGHLIN,
E. W. SPROUL,
Committee on Library.

CHICAGO, Oct. 27, 1919.

COMMITTEE ON ADMINISTRATION.

In the absence of the Chairman, Director Schick presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to report on the matter of the petition for increased pay presented by a delegation in behalf of the firemen, oilers and coal passers of the Library building.

We have gone carefully into the case as presented by the delegation. On the other hand we have studied the funds available for the maintenance of the Library for the balance of the current year, and find that it will be wholly impossible to place further charges upon said funds without danger of a deficit before the end of the year. We therefore recommend that a decision upon the merits of the petition be postponed until the Library income for 1920 shall be as-

certained, and appropriations based upon said income shall have been made by the Board.

Your Committee further recommends that the following resignations be accepted, with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—Joseph Greengard, September 22; Arnold T. Hansen, August 3; Bruno Z. Nowakowski, October 10.

Messenger—William P. Perlman, September 25.

Junior assistant—Mary M. Countryman, September 25.

Auto-caretaker—Edward C. Hartwig, October 20.

Respectfully submitted,
C. E. Schick,
James J. Healy,
Committee on Administration.

Chicago, Oct. 27, 1919.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, reported informally, on behalf of the Committee, on the communication of Miss Grace Dixon, in reference to the bronze tablet installed in the Randolph street corridor of the Public Library building, and recommended, on behalf of the Committee, that permission be given to move the tablet to a better location and provide proper lighting.

Director McLaughlin moved that the matter be referred to the Committee on Buildings and Grounds with power to act.

Carried.

SPECIAL COMMITTEES.

The President, Director Barr, of the Special Committee appointed to confer with the Board of Education in reference to the maintenance of branch libraries in school buildings reported progress.

NEW BUSINESS.

The Librarian presented proposals for supplying American periodicals for the year 1920, and stated that in response to requests two proposals had been received, and it was desirable that the order be placed before the 1st of November, as an increase in subscription prices on a large number of periodicals would go into effect that date.

After discussion, Director Tollkuehn moved that the matter be referred to the Committee on Library with power to act.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin, Sproul and the President—6.

Nays—None.

The President, Director Barr, stated that the library property was posted as delinquent for the non-payment of the special assessments due for the Michigan avenue boulevard improvement.

Director Healy moved that a Special Committee, consisting of the President and Secretary of the Board, be appointed to consult with the city authorities in reference to the payment of the special assessment.

Carried.

On motion of Director Tollkuehn, the Board adjourned.

A. L. Wilson
Secretary.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, NOVEMBER 10, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and Sproul.

Absent—Directors Beroth and Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held October 27, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From citizens in the vicinity of Seventy-ninth and Halsted streets requesting the Board to establish a branch library in that section of the city known as Auburn Park.

Referred to the Committee on Library.

The following communication from the City Comptroller, which was received and ordered filed:

"Office of Comptroller.
"Chicago, Nov. 10, 1919.

"*Mr. H. G. Wilson,*
"*Secretary Public Library.*

"*Dear Sir:*—Please be advised that on November 7, 1919, there was placed to the credit of the Public Library Fund $32,765.96 from undistributed taxes 1917.

"Yours truly,
"L. E. Gosselin,
"*Deputy Comptroller.*"

The following communication from the Public Library Employés Pension Fund, which was received and ordered spread upon the records:

To the President and Board of Directors,
The Chicago Public Library.

Gentlemen:—I beg to submit herewith report on the condition of the Public Library Employés Pension Fund for the year ended September 30, 1919.

Respectfully,
H. G. WILSON, *Sec'y.*

CHICAGO, Nov. 10, 1919.

To the President and Trustees,
Public Library Employes Pension Fund, Chicago.

Gentlemen:—In accordance with Article VII of the by-laws of this Board, I beg to submit for your consideration statements showing the condition of the Pension Fund at September 30, 1919, this being the fourteenth annual report.

CONTRIBUTORS.

The number of employés contributing to the fund at this date is 261, a decrease of two from the number a year ago. Twenty employés of the Board, contributors to the fund, have resigned from the library service, and have received the refund of one-half their payments to the fund, as provided by the Pension Act. Three employés have retired and were placed on the pension roll.

Death benefits were allowed as follows:

Nellie G. Ryan, sister of Mary E. Ryan $510.00
Rebecca Goldstone, mother of Ruth Goldstone 450.00

Article VI of the Rules of the Board was amended August 11, 1919, to read as follows:

Art. VI. Upon the death of any contributor who is not and has not been a beneficiary under the Pension Act the Board of Trustees shall pay a death benefit to the widow or next of kin of such deceased contributor; said death benefit shall be proportionate to the years of service of such contributor and shall be based on the ratio of an amount equal to one year's pension for twenty years of service, as provided in Article V of rules, provided that in no case shall said death benefit exceed six hundred dollars.

PENSIONERS.

The pension roll at this date carries eighteen former employés of the library, three of whom were added during the past year, and amounts to $802.00 per month. The list of pensioners with monthly pensions is as follows:

C. A. Lange	$37.50
Otto Goldberger	50.00
Charles R. Barnes	49.00
Henrietta Lovi	50 00
Samuel Rogalski	41.50
Jessie Booth Perry	48.50
Elie Hudon	37.50
Martin Schnee	25.00
James C. Barbee	50.00
Emil Schonbacher	47.50
John Toman	46.00
Margaret Crain	44.50
John Clarke	34.00
Charles I. Moulton	50.00
Mary W. Wood	50.00
James H. Biddle	42.50
Anna Riordan	50.00
Anna J. Ford	48.50

INVESTMENTS.

The investment of funds during the year has been limited to the purchase of United States Liberty Loan bonds. $36,000.00 was invested in these issues:

$16,000.00 United States Fourth Liberty Loan 4¼% bonds.

$20,000.00 United States Victory Liberty Loan 4¾% notes.

The total investments now aggregate $223,000.00 par value.

THE PENSION FUND.

The resources of the fund now amount to $230,655.33, an increase of $33,182.46 for the year.

In accordance with Article VII of the by-laws of the Board I submit herewith detailed statements of the receipts and disbursements of the fund, together with a list of the securities held by the City Treasurer, *ex-officio* Custodian of the Pension Fund.

Respectfully submitted,
H. G. WILSON, *Sec'y.*

Public Library Employes Pension Fund—Financial Statement for Year Ending September 30, 1919.

RECEIPTS.

Balance cash in Treasurer's hands September 30. 1918	$12,208.93
Cash collected as fines for retention of books and turned into Pension Fund by Library Board	31,448.29
Deductions from salaries of contributors	2,968.38
Liquidation of securities (Cicero Township 5%)	2,500.00
Income from Investments (bond coupons)	9,180.69
Interest on cash balances, City Treasurer	229.65
Total receipts	$58,535.94

DISBURSEMENTS.

Pension rolls	$ 8 698.23	
Refunds to contributors withdrawing from Library service	433.51	
Death benefit (Mary E. Ryan)	510.00	
Death benefit (Ruth Goldstone)	450.00	
Printing	10.75	
Premium on Treasurer's bond	172.05	
Investments:		
$16,000,00 United States Fourth Liberty Loan Bonds	16,000.00	
Accrued interest on deferred payments	44.14	
$20,000.00 United States Victory Liberty Loan Bonds	20,000 00	
Accrued interest on deferred payments	98.37	
Total disbursements		46.417.05
Balance cash in Treasurer's hands September 30, 1919		$12,118.89

RESOURCES OF FUND SEPTEMBER 30, 1919.

Cash balance in hands of City Treasurer	$ 12,118.89
Bonds as per list attached (par value $223,000.00)	218,536.44
	$230,655.33

Investments.

		Par Value.	
8	Chicago City Ry. Co. 5% bonds	($ 8,000.00)	$ 7,840.00
7	North Shore Electric Co. 5% bonds	(7,000.00)	6,940.00
4	Commonwealth Edison Co. 5% bonds	(4,000.00)	4,100.00
6	Colorado & Southern Ry. Co. 4½% bonds	(6,000.00)	5,880.00
5	Met. W. Side Elevated Ry. Co. 4% bonds	(5,000.00)	4,143.75
5	Cicero Gas Co. 5% bonds	(5,000.00)	4.735.00
o	Public Service Co. Northern Ill. 5% bonds	(10,000.00)	9,750.00
5	Chicago Telephone Co. 5% bonds	(5,000.00)	5.050.00
5	Proviso Township Bridge 5% bonds	(2,500.00)	2 530.37
5	Mutual Fuel Co. 5% bonds	(5,000.00)	5,025.00
13	Old Portage Pk. District 5% bonds	(3,000.00)	3,120.00

3	Cook County Hospital 4% bonds	(3,000.00)	2,880.00
1	Lincoln Park 4% bond	(1,000.00)	950.00
8	Fernwood Pk. District 4½% bonds	(4,000.00)	3,864.66
3	School District No. 98 (Cook Co.) 5% bonds	(3,000.00)	3,079.20
3	East St. Louis Pk. District 4½% bonds	(3,000.00)	2,943.30
7	Marion (Ill.) Township High School 4% bonds	(7,000.00)	6,742.00
3	Western United Gas and Electric Co. 5% bonds	(3,000.00)	2,951.25
6	Western United Gas and Electric Co. 5% bonds	(3,000.00)	2,951.25
6	Northwestern Elevated Ry. Co. 5% bonds	(6,000.00)	5,580.00
8	Joliet (Ill.) refunding 4½% bonds	(4,000.00)	3,804.96
3	River Grove (Ill.) Improvement 5% bonds	(1,500.00)	1,477.50
2	Village of Kansas (Ill.) water 5% bonds	(1,000.00)	1,018.10
4	City of W. Frankfort (Ill.) water 5% bonds	(2,000.00)	2,045.40
4	New Trier Township (Cook Co.) 4½% bonds	(4,000.00)	4,000.00
8	School District No. 99 (Cook Co.) 4½% bonds	(8,000.00)	7,864.00
2	West Pullman (Chicago) Pk. District 5% bonds	(2,000 00)	2,040.00
5	Cincinnati Gas and Electric Co. 5% bonds	(5,000.00)	5,000 00
5	Kansas City Ry, Co. 5% bonds	(5,000 00)	4,800.00
11	South Side Elevated Ry. Co. 4½% bonds	(11,000.00)	9,955.00
9	Ridge Park District (Chicago) Improvement 5% bonds	(4,500.00)	4,753.67
5	Ridge Park District (Chicago) Longwood Drive 5% bonds	(2,500 00)	2,640.93
5	Des Moines Electric Co. 5% gold bonds	(5,000 00)	4,950 00
5	Central Illinois Public Service Co, 5% gold bonds	(5,000.00)	4,500.00
2	Waukegan City 5% bonds	(1,000.00)	1,018 00
5	South Park Commission 4% bonds	(5,000.00)	4,714.50
2	Sanitary District 4% bonds	(2,000.00)	1,938.20
$25,000.00	United States Third Liberty Loan 4¼% bonds	(25,000.00)	25,000.00
$16,000.00	United States Fourth Liberty Loan 4½% bonds	(16,000.00)	16,000.00
$20,000.00	United States Victory Liberty Loan 4¾% notes	(20,000 00)	20,000.00
		($223,000.00)	$218,536.44

I, H. G. Wilson, Secretary of the Board of Trustees of the Public Library Employés Pension Fund, do hereby certify that the foregoing statements are true to the best of my knowledge and belief.

H. G. WILSON,
Secretary.

Signed and sworn to before me on this Tenth Day of November, A. D., 1919.

JOSEPH F. PEACOCK,
Notary Public.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin, Sproul and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	898 vols., (29 pamph.)	$1117.00
Deposit Collection:	2316 vols.,	2291.00
Branch Collection:	1031 vols.,	1105.00
High School Collection:	12 vols.,	18.00
Thomas Hughes Collection:	46 vols.,	45.00
Rental collection:	194 vols.,	241.00
	4497 vols., (29 pamphlets)	$4817.00
Army edition of the Chicago Tribune, published in Paris, France:		Fr. 212.50

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $46.43, be paid from the incidental fund.

Your Committee has received a communication from the Burgmeier Book Bindery submitting a revised scale of prices for reference binding. Said scale is based upon increased cost of labor and material and amounts to 25% to 30%.

Since it appears that the increase is justified on the basis of labor and material as alleged, we recommend that the revised scale be allowed for the remainder of the current fiscal year. Prices for this class of binding will therefore be in accordance with the scale annexed hereto.

Respectfully submitted,
FRANK F. TOLLKUEHN,
R. J. MCLAUGHLIN,
E. W. SPROUL,
Committee on Library.

CHICAGO, Nov. 10, 1919.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin, Sproul and the President—7.

Nays—None.

The Chicago Tribune, books, francs 212.50 (est.)	24.43
Otto Harrassowitz, books, marks 1599.55 (est.)	47.98
Marshall Field & Co., books	3,765.57
A. L. A. Publishing Board, books	90.00
A. Kroch & Co., books and subscriptions.	79.56
C. V. Ritter, books	63.30
R. L. Polk & Co., books	20.00
A. C. McClurg & Co., books	13.39
Librarian of Congress, Washington, D. C., printed cards, etc	500.00
J. M. Hanson-Bennett Magazine Agency, annual subscriptions	8,528.50
Standard Statistics, subscription	30.00
Illinois Catholic Historical Society, subscriptions	12.00
Geo. E. Koehler & Son, binding	1,205.88
Northwestern Blndery, binding	1,056.65
Brabandt & Valters Book Binding Co., binding	933.17
Burgmeier Book Bindery, binding	691.70
Simpson Book and Music Bindery, binding	495.40
Gaylord Bros., binders, etc	163.43
John Seybold, marking on backs of books	136.35
American Job Book Bindery, binding	121.20
Tucker-Kenworthy Co., printing	97.25
Dwight Bros. Paper Co., paper	79.87
Swigart Paper Co., paper	180.27
Bradner Smith & Co., paper and drinking cups	133.30
Bright Envelope Mfg. Co., envelopes	37.92
Seaman Paper Co., paper	19.58
Max Stern's Sons, printing	177.50
Cantor Printing Co., printing	53.00
Cameron, Amberg & Co., printing	21.97
Library Bureau, cards, boxes, charging trays, etc	82.68
Geo. E. Cole & Co., stationery	99.45
P. A. Salisbury-Schulz Co., pencils, ink, etc	58.64
A. L. Kraemer Co., paper	14.60
Goodyear Rubber Co., rubber bands	14.50
Dennison Mfg. Co., gummed labels	13.18
Gane Bros. & Co., paste	11.00
Shelp Mfg. Co., stitched binder	9.00
Tablet and Ticket Co., gummed letters	6.47
Hammond Typewriter Co., impression strips, etc	3.60
A. B. Dick & Co., mimeograph supplies	3.50
H. G. Wilson, Sec'y, cash expenditures October, 1919	497.03
	$19,593.32

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin, Sproul and the President—7.

Nays—None.

Ryder Fund Income Account:
J. M. Hansen-Bennett Magazine Agency, subscriptions.....$52.35
Rental Collection:
Marshall Field & Co., books.....$82.20

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Junior library assistants—Ruth Anderson, November 9; Cora Hough, October 25.

Senior library assistants—B. Rosalie Beale, October 10; Gail H. Hinman, October 25; Martha Y. Joseph, November 10.

We report the following requests for leaves of absence, all on account of illness, and recommend that the same be granted:

Lena O. Sorg, junior library assistant, extension from November 11, 1919, to February 11, 1920.

Gladys M. Hulz, senior library assistant, extension from November 22, 1919, to January 22, 1920.

Goldye Salganick, senior library assistant, from December 1, 1919, to April 1, 1920.

Your Committee desires to make special note of the death of Peter G. Ledeboer, assistant mechanical and electrical engineer, who died suddenly, while on duty in this building, on Friday, October 31st. Mr. Ledeboer was one of the most faithful and loyal of our employés as well as one of the oldest. We desire to record our regret at his passing and our appreciation of his services.

Respectfully submitted,
R. G. SHUTTER,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Nov. 10, 1919.

He, also, presented the list of vacancies and appointments for October, 1919, which was received and ordered published.

The following is the list:

Sara Asplind, junior library assistant, appointed temp. October 20, $780 per year.

B. Rosalie Beale, senior library assistant, resigned October 10.

Ida Beinstein, junior library assistant, appointed temp. October 20, $780 per year.

Frank Bonomo, page, resigned October 7.

Abe Brill, page, separated October 23.

Paul Bruneau, page, separated October 8.

Dennis E. Buggie, watchman, appointed temp. October 20, $1350 per year; separated October 21.

Louis Cella, page, appointed temp. October 4, 25 cents per hour.

John Christian, watchman, resigned October 15.

Phyllis Cleaver, senior library assistant, resigned October 1.

Catherine Crotty, junior library assistant, appointed temp. October 13, $780 per year.

Bertha Dahlstrom, junior library assistant, appointed temp. October 13, $480 per year.

Julian Ebert, page, appointed temp. October 31, $600 yer year.

Benjamin Einhorn, page, resigned October 5.

Louis Finkel, page, separated October 2; appointed temp. as page October 14, 25 cents per hour.

Lillian Flood, junior library assistant, appointed temp. October 27, $780 per year.

Harold Foss, page, appointed temp. October 30, 25 cents per hour.

Angelo Geraci, page, appointed temp. October 27, $600 per year.

William Ghere, page, appointed temp. October 4, 25 cents per hour; separated October 5.

Shirley Gollusch, junior library assistant, appointed temp. October 28, $780 per year.

Sarah L. Goodwin, junior library assistant, appointed temp. October 28, $780 per year.

Walter S. Greer, page, separated October 25.

Edward C. Hartwig, auto caretaker, resigned October 20.

Herbert H. Hewitt, page, appointed temp. October 13, $600 per year.

Gail H. Hinman, senior library assistant, resigned October 25.

Cora Hough, junior library assistant, resigned October 25

Lewie Jenkins, page, appointed temp. October 30, 25 cents per hour.

Helen Jennings, junior library aasistant, appointed temp. October 2, $480 per year.

Elizabeth Johannsen, junior library assistant, appointed temp. October 13, $780 per year,

Le Roy Jones, page, separated October 19.

Patrick Joyce, watchman, appointed temp. October 27, $1350 per year.

Lucile D. Kapp, junior library assistant, appointed temp. October 20, $480 per year.

Teresa C. Kinsella, junior library assistant, appointed temp. October 22, $780 per year; separated October 23.

Lillian Klein, junior library assistant, appointed temp. October 20, $780 per year; separated October 29.

William Klein, page, appointed temp. October 6, $600 per year.

Martha E. Lamb, junior library assistant, appointed temp. October 3, $480 per year.

Peter G. Ledeboer, mechanical and electrical engineer, separated by death October 31.

Sigsbee McCready, junior library assistant, separated October 21.

Viola McDougall, junior library assistant, appointed temp. October 27, $780 per year.

Nellie M. McKesson, junior library assistant, appointed temp. October 20, $780 per year.

Paul McNichols, page, separated October 1.

Benjamin Marcus, page, appointed temp. October 15, $600 per year.

Beulah Mayer, junior library assistant, separated October 19.

Rose W. Moberg, junior library assistant, appointed temp. October 16, $780 per year.

Blanche A. Mokkelbost, junior library assistant, separated October 15.

Julia Nelson, junior library assistant, appointed temp. October 1, $780 per year.

Gertrude Nettenstrom, junior library assistant, separated October 12.

Sidney Newman, page, appointed temp. October 11, $600 per year; separated October 14.

Joseph Novak, page, separated October 20.

Bruno Z. Nowakowski, page, resigned October 10.

Thomas O'Rourke, page, separated October 5.

Daniel Orr, page, separated October 16.

Mae Park, junior library assistant, separated October 5.

Herbert Parker, page, appointed temp October 13, 25 cents per hour.

Tsainik Pushman, junior library assistant, appointed temp. October 29, $480 per year; separated October 30.

Earle Rappaport, page, appointed temp. October 20, $600 per year.

Ila Redlinger, junior library assistant, separated October 25; appointed temp. as page October 26, $600 per year.

Jack Regent, page, separated October 25.

Charles L. Rindfuss, page, appointed temp. October 6, $600 per year; separated October 19.

Samuel Rosenberg, page, appointed temp. October 9, $600 per year.

Harry Rudnick, page, appointed temp. October 6, $600 per year.

Frank Sanders, page, appointed temp. October 7, $600 per year.

Arthur Sanial, page, appointed temp. October 30, $600 per year.

Mary Savage, junior library assistant, appointed temp. October 15, $780 per year.

Minerva Schroeder, junior library assistant, appointed temp. October 17, $780 per year.

Lillian Skuse, janitress, separated October 2,

Joseph Smith, page, appointed temp. October 27, $600 per year.

William Smith, page, appointed temp. October 13, $600 per year.

Sarah Strauss, junior library assistant, appointed temp. October 20, $780 per year.

Edward Thomas, page, separated October 19.

Isabelle Walker, junior library assistant, appointed temp. October 16, $780 per year.

Helene Wall, junior library assistant, appointed temp. October 16, $780 per year.

Zillah Wall, junior library assistant, appointed temp. October 16, $780 per year.

Marion Warner, junior library assistant, appointed temp. October 27, $780 per year.

Charlotte Washer, junior library assistant, appointed temp. October 13, $780 per year.

Louise Watson, junior library assistant, separated October 25,

Sadie Weingarten, junior library assistant, appointed temp. October 14, $780 per year.

Harry Wilson, page, appointed temp. October 27, $600 per year.

Casimir Zalewski, page, appointed temp. October 6, $600 per year.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin, Sproul and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
Julius Fuermann, rent, Logan Square Branch	75.00
S. J. Christley, rent, Edison Park Branch.	20.00
Consumers Co., coal and wood	221.90
Commonwealth Edison Co., electric current	206.79
Peoples Gas Light and Coke Co., gas	9.79
Chicago Telephone Co., telephone service	159.87
H. J. Trocb, sprinkling streets, branches.	4.00
Chicago Linen Supply Co., laundering towels	65.13
Toll Bros., laundering towels	49.57
Haegele Ice Co., ice	44.44
Individual Towel & Cabinet Service Co., clean towel supply	24.30
Aetna Exterminators, exterminating roaches at Woodlawn branch	10.00
Citizens Service Bureau, street sprinkling, sidewalk cleaning, etc	47.18
Buchanan Bros., street sprinkling, library building	18.00
Geo. B. Carpenter & Co., oil curtains	35.00
Pottinger-Flynn Coal Co., coal	1,903.45
John Moloney, repairs to boiler	94.90
John Mohr & Sons, repair work boiler	35.10
Samuel Harris & Co., machinists' supplies	9.67
Crane Co., brass unions, brass plugs, etc	5.28
Manhattan Electrical Supply Co., electrical supplies	4.68
D. J. Gallagher Mfg. Co., waste	33.10
Inland Electric Co., electrical supplies	20.67
Gallaher & Speck, operating cables on elevator, etc.	55.82
John A. Roebling's Sons Co., iron tiller rope	12.92
Dearborn Chemical Co., cup grease	9.00
J. Spaulding & Sons Co., fibre	4.51
Armour Soap Works, soap	81.42
Remien & Kuhnert Co., alcohol, benzine, shellac, etc	31.53
Bullard & Gormley Co., hardware	22.84
Mead & Wheeler Co., furniture and cards	1,130.20
Newton & Hoit Co., furniture	9.00
G. B. Davidson, insurance	41.28
Standard Oil Co., gasoline	264.68
Valvoline Oil Co., oil	24.30
Acorn Tire and Repair Co., rubber tires	101.66
Wright, Cooler & Hood Mfg. Co., repairs to auto radiators	18.25
Triple Action Spring Co., auto springs	13.35
Republic Truck Co., auto repairs	6.76
Chicago Auto Equipment Co., auto accessories	3.25

A. J. Belanger, casting patterns in brass, etc.	20.00
Maypole Garage, auto storage	15.00
Wayman & Murphy Co., auto parts	22.85
John J. McGrath, lettering branch window	14.00
Dahl-Stedman Co., fifth payment on general contract Legler branch	21,000.00
H. G. Wilson, Sec'y, cash expenditures Oct., 1919	195.89
	$27,265.92

He, also, presented the following list of bills for maintenance of the Hiram Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin, Sproul and the President—7.

Nays—None.

Consumers Co., coal	$179.25
Commonwealth Edison Co., current	32.34
C. E. Case, electric lamps	31.68
Englewood Improvement Assn., flushing street	24.00
	$267.27

Director Schick, Chairman, stated that a proposition had been received from the Royal Typewriter Company for nine No. 10 Royal typewriters, giving the customary discount allowed the Library, and an allowance of $30 a machine for nine old No. 5 Royal typewriters in use from four to seven years and which are badly in need of repairs.

Director Schick moved that the Secretary be authorized to purchase nine No. 10 Royal typewriters in accordance with the proposition as stated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin, Sproul and the President—7.

Nays—None.

REPORTS.

The Librarian presented his statistical report for October, 1919, which was received and ordered published.

The Librarian also made a verbal announcement of plans for the observance of Children's Book Week, November 10th to 15th, including exhibits of children's books and daily conferences open to the public and led by members of the Library staff.

On motion of Director Sproul, the Board adjourned.

H. G. Wilson
Secretary.

REPORT OF LIBRARIAN FOR OCTOBER, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of October was 630,837; for the corresponding month of the previous year 601,944. The circulation was from the following sources:

Central Library	76,641
Branches	395,518
Stations	34,631
Traveling Libraries	90,479

Deposits	29,983
Branch Reference	3,585
	630,837

The following is a summary of the books obtained at the Central Library:

Main Collection	28,064
Open Shelf	36,195
Hughes Room	4,886
Music Room	3,548
Information Desk (Teachers and special cards)	1,964
Books for the Blind	1,052
Documents	346
Miscellaneous	586
	76,641

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,742	211	2,953
Austin	12,840	379	13,219
Austin High	8,659	....	8,659
Bessemer Park	6,588	287	6,875
Blackstone	12,974	621	13,595
Burr School	6,437	232	6,669
Butler House	9,335	160	9,495
Cornell Square	3,446	132	3,578
Davis Square	2,078	96	2,174
Douglas Park	18,162	2,294	20,456
Dvorak Park	4,808	139	4,947
Eckhart Park	4,294	503	4,797
Englewood High	5,628	....	5,628
Forestville School	3,066	154	3,220
Fuller Park	4 001	86	4,087
Hamilton Park	8,394	299	8,693
Hamlin Park	6,009	128	6,137
Hardin Square	3,964	174	4,138
Harrison High	8,900	....	8,900
Hebrew Institute	6,606	388	6,994
Holstein Park	5,525	151	5,676
Humboldt	16,608	1,810	18,418

Independence Park	5,541	219	5,760
Kelly	19,784	458	20,242
Kosciuszko	4,944	68	5,012
Lake View High	8,767	....	8,767
Lewis Institute	15,351	735	16,086
Lincoln Center	8,551	343	8,894
Logan Square	11,388	373	11,761
McKinley Park	3,597	53	3,650
Mark White Square	5,527	200	5,727
Marshall High	6,174	203	6,377
Morse School	6,054	492	6,546
Ogden Park	10,989	182	11,171
Palmer Park	4,158	105	4,263
Pulaski Park	4,720	92	4,812
Rogers Park	10,353	143	10,496
Scanlan School	5,019	87	5,106
Senn High	8,021	....	8,021
Seward Park	6,776	385	7,161
Shedd Park	6,141	288	6,429
Sheridan Park	17,575	435	18,010
Sherman Park	6,740	213	6,953
Stanford Park	2,722	78	2,800
Stanton Park	3,308	186	3,494
Sumner School	5,397	251	5,648
Walker	4,161	81	4,242
West North Ave	11,395	326	11,721
West 26th Street	10,341	116	10,457
Woodlawn	20,960	1.016	21,976
Total	395,518	15,372	410,890

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	4,243	109	4,352	Chicago Ave.	610	140	750
Argyle	830	..	830	Chicago Lawn	2,733	..	2,733
Armitage	819	45	864	Cicero Ave	1,117	28	1,145
Assoc. House	3,530	892	4,422	Cleveland	1,800	266	2,066
Avondale	2,561	51	2,612	Colorado	(No Report)		
Birchwood	3,398	..	3,398	Dauphin Park	1,210	71	1,281
Center St.	845	..	845	Diversey Ave.	1,442	28	1,470
Cheltenham	1,767	27	1,794	Dunning	1,616	..	1,616

East Rogers Park	1,533	94	1,627
East Sixty-first St.	573	124	697
E. Thirty-first St.	950	493	1,443
Edison Park	1,387	..	1,387
Fernwood	1,027	..	1,027
Gads Hill	1,162	..	1,162
Gage Park	1,369	..	1,369
Grand Ave	1,179	593	1,772
Grand Crossing	1,204	43	1,247
Greenview	(No Report)		
Gresham	1,194	19	1,213
Hegewisch	1,615	..	1,615
Hermosa (Sept.)	1,753		
(Oct.)	1,821	...	3,574
Homan	1,870	243	2,113
Irving Park	720	25	745
Jefferson Park	2,147	..	2,147
Kelvin Grove	446	2	448
Lake View (Sept.)	619		
(Oct.)	582	..	1,201
Larrabee St	1,644	648	2,292
Lamon Ave	225	..	225
Lawndale	2,326	..	2,326
LeMoyne	1,310	112	1,422
Longwood	1,049	..	1,049
Madison Street	1,014	497	1,511
Mayfair	1,129	..	1,129
Milwaukee Ave.	883	404	1,287
Montrose	1,616	..	1,616
North Clark St.	637	335	972
Norwood Park	558	..	558
Park Manor	4,075	173	4,248
Ravenswood	1,942	158	2,100
St. Louis	446	24	470
S. Ashland Ave	1,335	736	2,071
Southport Avenue	441	89	530
South Shore (Sept.)	400		
(Oct.)	373	21	794
S. Western Ave.	884	289	1,173
Trumbull Park	1,477	..	1,477
Wakeford	2,615	79	2,694
Washing'nHeights	420	..	420
West Division	941	..	941
W. Englewood	499	..	449
West Harrison St.	793	677	1,470
West Pullman	2,482	..	2,482
West Ravenswood	2,051	236	2,287
W. Sixty-ninth St.	568	27	595
West Twelfth St.	1,662	1,948	3,610
Wieboldt	2,248	112	2,360
Windsor Park	606	..	606
Total	90,479	9,882	100,361

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	395,518	15,372	410,890
Traveling Libraries	90,479	9,882	100,361
Business House Libraries	23,173	991	24,164
Special Deposits	6,810	....	6,810
Branch Reference	3,585	.....	3,585
Total	519,565	26,245	545,810

Of the 34,631 books supplied through the Stations Department, 15,372 were sent to 45 branches and 19,259 to 60 stations. The books supplied for the same month of the preceding year numbered 34,207 volumes.

The circulation department was open on 27 week days. The daily average week day circulation was 23,364.

REFERENCE ROOM.

Number of books issued from stacks.....27,468
Number of recorded visitors.....11,556

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 3,585; reference questions, 1,155.

ARTS AND CRAFTS ROOM.

Books consulted, 4,375. Visitors, 1,065.

HUGHES ROOM.

Volumes circulated, 4,886; pictures circulated, 3,252; recorded visitors, 3,299. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 5,245; bound newspapers, 450. Visitors, 1,524.

CIVICS ROOM.

Magazines issued, 2,176; directories consulted, 2,665; bound documents used, 1,168; books, 592; pamphlets, 8,220; visitors, 6,541.

STUDY ROOM.

Volumes consulted, 1,329. Visitors, 3,673.

READING ROOM.

Periodicals issued at the counter at Central Library, 10,659. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 73,436.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 10,241; issued in October of the previous year, 8,598.

Number of juvenile cards issued, 3,479; research cards, 5; vacation cards, ..; teachers' cards, 209. The number of three-year cards outstanding is 218,390.

BINDERY DEPARTMENT.

Number of books at binderies October 1, 1919	17,005
Number of books sent to binderies in October, 1919	6,324
Total number of books at binderies in October, 1919	23,329
Number of books received from binderies in October, 1919	7,150
Number of books at binderies October 31, 1919	16,179
Number of books repaired in Library in October, 1919	5,965

GROWTH OF THE LIBRARY.

The total number of volumes in the Library October 31, 1919, was 1,003,587. Received since June 1, 1919, 45,697; since October 1, 1919, 5,937. Books worn out and discarded since June 1, 1919, 17,175; since October 1, 1919, 5,147. Books lost and paid for since June 1, 1919, 3,665; since October 1, 1919, 810. Books found and money refunded since June 1, 1919, 285; since October 1, 1919, 88.

CARL B. RODEN,
Librarian.

CHICAGO, November 10, 1919.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, NOVEMBER 24, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth and Tollkuehn.

Absent—Directors Cuneo, McLaughlin and Sproul.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held November 10, 1919, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	283 vols., (250 pictures)	$463.00
Deposit Collection:	391 vols.,	417.00
Branch Collection:	7081 vols.,	6558.00
High School Collection:	55 vols.,	60.00
Rental collection:	83 vols.,	90.00
	7893 vols., (250 pictures)	$7588.00

Your Committee on Library begs leave to report that bids for periodical subscriptions for the year 1920 have been invited on the basis of the lists compiled by the Librarian in accordance with the usual custom. Only two bids were received and these, on examination, revealed the fact that one of the bidders had omitted prices on a number of titles which he claimed to be unable to

secure at the time. He authorized the Secretary of this Board to insert prices for said periodicals from the lowest bid received from any other bidder. With these omissions supplied as directed, the bids stand as follows:

National Subscription Agency,	$8,593.50
J. M. Hanson-Bennett Magazine Agency,	$8,579.95

We therefore recommend that the contract be awarded to the J. M. Hanson-Bennett Magazine Agency at the price quoted.

Respectfully submitted,
FRANK F. TOLLKUEHN,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Nov. 24, 1919.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Page — Robert D. MacMullen, November 16.

Senior assistant—Mrs. Helen J. Sim, November 23.

Principal assistant—Charles F. Zak, December 10.

It is further recommended that leave of absence be granted to Michael Benedetto, page, for six weeks from October 26.

Your Committee also recommends that the Librarian be authorized to arrange for one principal assistant, Grade III, male, for the evening and Sunday force, at four-fifths of the lowest salary in said grade.

Also that authority be given for the employment of part-time help at the rate of 50 to 65 cents per hour, according to temporary needs.

Your Committee also recommends that authority be granted for the payment of an additional twenty cents per hour to Frank Schillinger, carpenter, for all the hours for which he was employed from July 7 to September 25, 1919, inclusive, amounting to a total of $101.60, this payment being due him in order to equalize his wages according to the present Union scale.

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Nov. 24, 1919.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen: — Your Committee on Buildings and Grounds, to whom certain matters were referred with authority to act, beg leave to report as follows:

In the matter of repairs to the roof and dome of the Library building, your Committee took the following action: The Secretary was instructed to proceed with the work on the domes making such

repairs as was necessary, the work to be done in accordance with the proposal of H. Rosenbaum Roofing Company as follows:

Sheet metal labor $1.35 per hour.
Material at the prevailing market price.

On the repairs to the roof, your Committee decided to postpone any work until the coming year.

Your Committee also considered the communication from Pottinger - Flynn Coal Company in reference to an increase of 25 cents per ton on the Pocahontas coal delivered to the main Library building; the communication was accompanied by a letter from the mine-operator showing that an increase of 25 cents per ton had been made in the wages of the miners in the Pocahontas field, and in accordance with the Library's contract, your Committee recommends that an increase of 25 cents per ton be allowed Pottinger-Flynn Coal Company.

Respectfully submitted,
C. E. SCHICK,
JAMES J. HEALY,
Committee on Buildings and Grounds.
CHICAGO, Nov. 24, 1919.

Director Schick, Chairman, reported back the communication of Edward Trostrud in reference to installing additional electric lights in the block in which the West North Avenue Branch is situated, and recommended, on behalf of the Committee, that the Secretary be authorized to enter into an agreement at a cost of $1.65 per week for a two-year term and $1.00 a week thereafter; the time of the contract to be limited to the term of the lease of the branch located in the store at No. 4021 West North avenue.

The recommendation was concurred in as follows:

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

SPECIAL COMMITTEE.

The President, Director Barr, Chairman of the Special Committee on Branch Libraries in School Buildings, presented the following report, which was received and ordered published:

The Board of Directors,
Chicago Public Library.

Gentlemen:—The Special Committee appointed to confer with the Board of Education regarding libraries in school buildings met with the Committee on Administration of the Board of Education on Friday, November 21. All members of your Committte were in attendance, as well as the Librarian, Secretary, and Chief of Branches. The case for the Library was explained by the President and the Librarian, and received cordial and sympathetic attention from the Board of Education Committee, which promised to take the matter under advisement and make a definite statement at the next meeting of the joint committee to be called early in December.

Respectfully submitted,
ALFRED E. BARR,
R. G. SHUTTER,
R. J. MCLAUGHLIN,
Special Committee.
CHICAGO, Nov. 24, 1919.

NEW BUSINESS.

Director Tollkuehn presented the following resolution and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

Whereas the Fifty-first General Assembly of the State of Illinois amended

the Library Act and said amended Act became effective July 1, 1919, and

Whereas said Act as now in force changes the fiscal year of the Chicago Public Library so that it conforms to the fiscal year of the City of Chicago, which begins January 1, and makes certain changes in the report to be filed with the City Council at the close of each fiscal year;

Therefore Be It Resolved that the fiscal year of the Library be changed from the year beginning June 1 to the calendar year beginning January 1 and that an annual report of the Board of Directors of the Chicago Public Library be prepared embodying the requirements of such amended Act, but said report to cover the entire twelve months ending December 31, 1919.

On motion of Director Tollkuehn, the Board adjourned.

H. L. Wilson

Secretary.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, DECEMBER 8, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin and Sproul.

Absent—Director Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held November 24, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from Miss Grace Heron, Director of the Artists Aid of the American Red Cross, which was received and ordered placed on file:

"The American Red Cross,
"Chicago Chapter.
"Chicago, Nov. 29, 1919.

"*Library Board of the Chicago Public*
"*Library,*
"*Washington St. and Michigan Ave.,*
"*Chicago, Illinois.*

"*Gentlemen:*—In view of the conditions recently come to our knowledge, and among them the possibility of architectural changes in the Library building to make room for offices of the Board of Education, we feel that it is our privilege in right and propriety to withdraw our offer to install the memorial Red Cross decoration over the staircase of the Library entrance.

"Although this decision may cause you some surprise, I feel sure you will agree with us on the advisability of the action.

"In closing the question I thank you for your courtesies of the past few months, during our consideration of this project.

"Very truly yours,
"Grace Heron."

A communication from the President and Secretary of the Chicago Window Washers Union, which was referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	805 vols.,	$1001.00
Deposit Collection:	841 vols.,	854.00
Branch Collection:	2158 vols.,	2100.00
High School Collection:	46 vols.,	55.00
Thomas Hughes Collection:	7 vols.,	8.00
School Deposit Collection:	3975 vols.,	2749.00
Insurance Collection:	30 vols.,	15.00
Jackson Collection:	19 vols.,	97.00
Rental Collection:	151 vols.,	169.00
	8032 vols.,	$7048.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $75.89, be paid from the incidental fund.

It is further recommended that the South Shore Deposit Station, 6721 Stony Island Avenue, be closed because of unsatisfactory conditions; also that the Delivery Station at that address be discontinued for the same reason and that a new location be sought in this neighborhood.

We also recommend that a Special Deposit installation be authorized in the Jackson School, 820 Shilto street; that the transfer of Southport Traveling Library, 3711 Southport avenue, from Earl Schwartz to Madeline Velley, and of Milwaukee Avenue Traveling Library, 2314 Milwaukee avenue, from Joseph Levy to Anthony Kawalski be approved, the stores at these locations having changed hands as indicated.

Finally, we submit the scale of prices offered by the Simpson Book and Music Bindery for medium grade binding, oversewing style, and recommend that the same be approved and a contract entered into with said concern for the balance of the period ending June 30, 1920.

Respectfully submitted,

FRANK F. TOLLKUEHN,
R. J. MCLAUGHLIN,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Dec. 8, 1919.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

Marshall Field & Co., books	$6,646.35
A. C. McClurg & Co., books	590.05
A. L. A. Publishing Board, subscriptions and books	183.75
Clayton F. Summy Co., books	116.76
H. L. Hayward, books	84 00
National Geographical Society, books	82.50
H. W. Wilson Co., books	69.15
J. Standish Clark Co., books	29.25
R. L. Polk & Co., books	21.00
F. W. Faxon Co., books	20.53
Charles E. Lauriat Co., books	12.90
Walter M. Hill, books	5.40
A. W. Shaw Co., subscriptions	59.85
A. Kroch & Co., subscription	6.98
Brabandt & Valters Book Binding Co., binding	1,799.09
Geo. E. Koehler & Son, binding	1,226.27
Simpson Book and Music Bindery, binding	620.75
Northwestern Bindery, binding	561.25
Burgmeier Book Bindery, binding	369.80
John Seybold, binding	141.70
Slade, Hipp & Meloy, gummed muslin	40.00
Old Jumbo Glue Co., glue	13.44
Dwight Bros. Paper Co., paper	140.22
Tucker-Kenworthy Co., printing	123.55
Mead & Wheeler Co., book pockets, etc.	345.96
Swigart Paper Co., paper	95.94
Pilcher-Hamilton Co., paper	92.24
Bradner Smith & Co., paper	90.90
Sewell-Clapp Envelopes, envelopes and music pockets	89.74
J. W. Butler Paper Co., paper	66.54
City Collector, pay roll forms	11.53
Max Stern's Sons, printing	111.25
James Watson & Co., printing	82.75

Cameron, Amberg & Co., cutting and blocking paper	17.50
American Type Founders Co., type	12.80
Thompson & Co., mimeographing	13 75
Geo. E. Cole & Co., stationery	85.65
Library Bureau, cards, shelf label holders, etc.	53.78
Dennison Mfg. Co., gummed labels	18.38
A. B. Dick Co., mimeographic supplies	12.70
Oliver Typewriter Co., ribbons, etc.	9.85
Tablet and Ticket Co., gummed letters	9.25
Addressograph Co., addresses	4.28
P. A. Salisbury-Schulz Co., rubber dates and stamps	11.90
Gerts, Lumbard & Co., brushes	6.50
H. G. Wilson, Sec'y, cash expenditures, Nov., 1919	325.07
	$14 532.80

He, also, presented a bill from Marshall Field & Co. for books in the amount of $239.45, and moved that the bill be paid from the Rental Collection Fund.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Louis Bowman, page, December 10.

Alvin Beck, elevator operator, December 1.

Margaret McDonald, senior assistant, December 10.

It is further recommended that leave of absence be granted to William J. Soper, auto operator, for three months from December 1.

Respectfully submitted,

R. G. Shutter,
James J. Healy,
C. E. Schick,
Committee on Administration.

Chicago, Dec. 8, 1919.

He, also, presented the list of vacancies and appointments for November, 1919, which was received and ordered pubished.

The following is the list:

Ardele Agardh, junior library assistant, appointed temp. November 12, $780 per year.

Hymen Allen, page, appointed civil service December 1, $600 per year.

Ruth Anderson, junior library assistant, resigned November 9.

Dorothy E Baker, junior library assistant, separated November 25.

Saul W. Berkowitz, page, separated November 16.

Florence H. Bernstein, junior library assistant, appointed temp. November 24, $780 per year.

Joseph Blejski, page, separated November 18.

Reuben Bregman, page, appointed temp. November 26, $0.25 per hour.

William Bridges, janitor, separated November 17; appointed temp. November 19, $1,140 per year; separated November 25.

Harry J. Burton, page, separated November 25; appointed civil service November 26, $660 per year.

Edmuud D. Callahan, page, separated November 25; appointed civil service November 26, $720 per year.

Leo B. Callahan, page, separated November 25; appointed civil service November 26, $600 per year.

Ellen A. Charlson, junior library assistant, appointed temp. November 7, $480 per year.

Frederick A. Charlon, page, separated November 25; appointed civil service November 26, $600 per year.

Annis M. Cunningham, junior library assistant, appointed temp. November 3, $780 per year: separated November 13.

Helen R. Curtis, junior library assistant, appointed temp. November 17, $780 per year.

David E. Davidson, page, separated November 25; appointed civil service November 26, $660 per year.

Leila Doyle, junior library assistant, appointed temp. November 26, $780 per year.

Sarah Earle, junior library assistant, appointed temp. November 26, $480 per year.

Julian P. Ebert, page, separated November 25; appointed civil service November 26, $600 per year.

Carl E. Ekman, page, appointed temp. November 26, $0.25 per hour.

Julius Eliscu, page, separated November 25; appointed civil service November 26, $720 per year.

William C. Enke, page, separated November 25; appointed civil service November 26, $720 per year.

Matthew Fetridge, page, separated November 25; appointed civil service November 26, $600 per year.

Elbert F. Finkle, page, separated November 25; appointed civil service November 26, $720 per year.

Louis Finkel, page, separated November 10.

Maurice Fischer, page, appointed temp. November 14, $600 per year; separated November 19.

William J. Fitzgerald, page, separated November 25; appointed civil service November 26, $600 per year.

Francis B. Flahive, page, separated November 25; appointed civil servise November 26, $600 per year.

Mae Fletcher, junior library assistant, appointed temp. November 5, $780 per year.

Harold Foss, page, separated November 16.

Samuel Friedman, page, separated November 25; appointed civil service November 26, $600 per year.

Bennie Froelich, page, separated November 25; appointed civil service November 26, $660 per year.

Emily Gross, junior library assistant, appointed temp. November 26, $480 per year.

Amy K. Gundtofte, junior library assistant, appointed temp. November 20, $480 per year.

Maurice L. Hamrell, page, separated November 25; appointed civil service November 26, $660 per year.

Earl V. Hess, page, separated November 25; appointed civil service November 26, $720 per year.

Palmyre Jacob, stenographic assistant, separated to accept another position in the City Service November 4.

Joseph Jankowski, page, appointed temp. November 3, $600 per year; separated November 22.

Elizabeth Johannsen, junior library assistant, separated November 9.

Alfred R. Johnson, page, appointed temp. November 17, $600 per year.

Gudrun Johnson, junior library assistant, separated November 23.

Frank A. Jones, auto caretaker, appointed temp. November 8, $1,080 per year; separated November 30.

Martha Y. Joseph, senior library assistant, resigned November 10.

Walter A. Kessie, page, separated November 25; appointed civil service November 26. $720 per year.

Stanley A. Komorowski, page, appointed temp. November 3, $600 per year; separated November 3.

Martha E. Lamb, junior library assistant, separated November 21.

DeWitt N. Lane, page, separated November 25; appointed civil service November 26, $600 per year.

Vernon LaSalle, page, appointed temp. November 13. $600 per year.

Aaron Levitas, page, separated November 25; appointed civil service November 26, $720 per year.

Harvey McFarland, page, appointed temp. November 12, $600 per year; separated November 17.

Robert D. MacMullen, page, resigned November 16.

Gladys E. Mitchell, junior library assistant, appointed temp. November 3, $780 per year.

Earl Monahan, page, separated November 10.

Gertrude Noland, junior library assistant, appointed temp. November 3, $780 per year.

Terence J. O'Brien, page, separated No-

vember 25; appointed civil service November 26, $720 per year.

Arthur C. O'Neill, page, separated November 25; appointed civil service November 26, $660 per year.

Joe Panek, page, appointed temp. November 3, $600 per year.

Ellen G. Patterson, junior library assistant, appointed temp. November 4, $780 per year.

Marion Piatt, junior library assistant, appointed temp. November 28, $780 per year.

Earle Rappaport, page, separated November 10.

Charlotte Revken, junior library assistant, appointed temp. November 11, $780 per year.

Catherine Rice, junior library assistant, appointed temp. November 22, $480 per year.

Samuel Rosenberg, page, separated November 3.

James J. Ryan, page, separated November 25; appointed civil service November 26, $720 per year.

Frank Sanders, page, separated November 25; appointed civil service November ber 26, $600 per year.

Arthur Sanial, page, separated November 30.

Myrtle Scanlan, junior library assistant, appointed temp. November 17, $780 per year; separated November 25.

Ella Schlaak, junior library assistant, appointed temp. November 29, $780 per year.

Mason Schweich, page, appointed temp. November 17, $600 per year.

Charles B. Shapiro, page, separated November 25; appointed civil service November 26, $660 per year.

Mrs. Helen J. Sim, senior library assistant, resigned November 23.

Louis J. Simon, page, separated November 25; appointed civil service November 26, $600 per year.

Mary Smelter, junior library assistant, appointed temp. November 12; $480 per year.

Helen L. Smith, junior library assistant, separated November 10.

Joseph J. Smith, page, separated November 25; appointed civil service November 26; $600 per year.

Sam Snyder, page, separated November 10.

Leo Spiegel, page, appointed temp. November 14, $600 per year.

M. L. Stackpole, mechanical and electrical engineer, appointed temp. November 17, $1,940 per year; separated November 25.

Andrew Stehle, page, appointed temp. November 11, $600 per year; separated November 17.

Austra Sungail, junior library assistant, appointed temp. November 7, $480 per year.

John Sweeney, page, appointed temp. November 26, $600 per year.

Walter Szyperski, page, separated November 25; appointed civil service November 26, $720 per year.

Emil W. Thornell, page, separated November 25; appo nted civil service November 26, $720 per year.

Evelyn Tollkuehn, junior library assistant, appointed temp. November 22, $480 per year.

Jean Turgeon, junior library assistant, appointed temp. November 17, $780 per year

Mrs. Elsie K. Williams, junior library assistant, separated November 10.

Margaret Williams, junior library assistant, separated November 16.

Schuyler S. Williams, page, appointed temp. November 4, $600 per year; separated November 16.

Harrison D. Wilson, page, separated November 25; appointed civil service November 26, $600 per year.

Harry G. Wilson, page, separated November 25; appointed civil service November 26, $600 per year.

Helen Wilson, senior library assistant, transferred to Board of Education November 3.

Grace Wolf, junior library assistant, separated November 14.

Joseph L. Zachary, page, separated November 25; appointed civil service November 26, $600 per year.

Casimir Zalewski, page, separated November 25; appointed civil service November 26, $600 per year.

Director Shutter, Chairman, stated that on December 1st inst. $3,000.00 of the

trust funds of the Board invested in bonds had matured, and moved, on behalf of the Committee, that the Secretary be authorized to purchase $3,000.00 par value United States liberty loan bonds of the third issue.

The motion prevailed as follows:

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen: — Your Committee on Buildings and Grounds begs leave to report on two items with reference to the Regional Branch building:

We have selected and approved the finish for the woodwork in the principal rooms and have turned over the approved sample to the architect.

We have also tentatively approved certain changes in the story hour room, namely, the addition of two rails on the walls around the room enclosing a 2½-foot frieze of bulletin board material. This work will involve an extra charge, the exact amount of which has not yet been determined. We are therefore withholding a final report on this matter pending definite information from the architect.

Respectfully submitted,

C. E. SCHICK,
E. W. SPROUL,
JAMES J. HEALY,
Committee on Buildings and Grounds.

CHICAGO, Dec. 8, 1919.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
Julius Fuermann, rent, Logan Square Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
Commonwealth Edison Co., electric current	248.12
Peoples Gas Light & Coke Co., gas	7.02
Consumers Co., coal	95.61
Chicago Telephone Co., service	127.70
W. V. Geary Teamlng Co., sprinkling and cleaning street (branch)	25.00
North Shore Sprinkler, street sprinkling (branch)	10.00
Geo. B. Carpenter & Co., taking down awnings	15.25
Chicago Linen Supply Co., laundering towels	69.45
Toll Bros., laundering towels	40.84
Individual Towel & Cabinet Service Co., clean towel supply	23.40
Haegele Ice Co., ice	37 70
A. P. W. Paper Co., toilet supplies	74.00
Newman Clock Co., dials	8.23
James S. Kirk & Co., soap	6.85
Buchanan Bros., street sprinkling	18.00
Citizens Service Bureau, sidewalk cleaning, street sprinkling, etc	63.74
Pottinger-Flynn Coal Co., coal	2,044.44
The Conneaut Packing Co., packing	15 00
O. C. Keckley Co., air valves, etc	10.59
Jenkins Bros., valves	6.75
Inland Electric Co., electrical supplies	6.25
Thayer & Lynn, electrical repairing	3.50
Crescent Brush Works, floor sweepers, dusters, brooms	116 50
L. Gould & Co., mops	64 80
Armour Soap Works, soap	57.60
Bullard & Gormley Co., hardware	7.75
Royal Typewriter Co., typewriting machine, etc	62.08
Newton & Hoit Co , oak stand	49.50
Marshall Field & Co., baskets	13.50
E. Baggot Co., labor	12.00

Alfred S. Alschuler, professional services	1,000.00
Sinclair Refining Co., gasoline	178.50
Goodyear Truck Tire Sales Co., rubber tires, etc.	110.05
Edison Storage Battery Co., storage batteries	79.63
Vesta Accumulator Co., batteries	31.44
Chicago Auto Equipment Co., auto accessories	63.68
Wayman & Murphy Co., spring cushions, etc.	43.75
Republic Truck Co., auto parts	40.34
Gallaher & Speck, machinists labor	25.65
Samuel Harris & Co., machinists supplies	17.93
H. G. Wilson, Sec'y, cash expenditures Nov., 1919	38.14
Dahl-Stedman Co., 6th payment general contract Legler Branch	18,400.00
	$24,535.28

He, also, presented the following list of bills for the maintenance of the Hiram Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

Consumers Co., coal	$179.25
Commonwealth Edison Co., current	34.16
	$213.41

REPORTS.

The Librarian presented his statistical report for the month of November, 1919, which was received and ordered published.

On motion of Director Tollkuehn, the Board adjourned.

H. G. Wilson
Secretary.

REPORT OF LIBRARIAN FOR NOVEMBER, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of November was 648,214; for the corresponding month of the previous year 638,817. The circulation was from the following sources:

Central Library	75,146
Branches	414,411
Stations	36,446
Traveling Libraries	92,249
Deposits	26,788
Branch Reference	3,174
	648,214

The following is a summary of the books obtained at the Central Library:

Main Collection	28,064
Open Shelf	33,451
Hughes Room	5,711
Music Room	3,777
Information Desk (Teachers and special cards)	2,250

Books for the Blind	945
Documents	332
Miscellaneous	616
	75,146

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,736	198	2,934
Austin	14,371	364	14,735
Austin High	7,573	....	7,573
Bessemer Park	8,031	273	8,304
Blackstone	13,958	711	14,669
Burr School	7,364	224	7,588
Butler House	9,769	200	9,979
Cornell Square	4,151	176	4,327
Davis Square	3,384	82	3,466
Douglas Park	17,960	2,169	20,129
Dvorak Park	6,003	101	6,104
Eckhart Park	4,183	561	4,744
Englewood High	4,374	....	4,374
Forestville School	3,348	142	3,490
Fuller Park	5,190	153	5,343
Hamilton Park	8,536	335	8,871
Hamlin Park	7,315	211	7,526
Hardin Square	4,360	136	4,496
Harrison High	6,497	....	6,497
Hebrew Institute	7,247	467	7,714
Holstein Park	6,488	118	6,606
Humboldt	15,818	2,168	17,986
Independence Park	5,921	202	6,123
Kelly	19,389	454	19,843
Kosciuszko	5,626	63	5,689
Lake View High	6,412	....	6,412
Lewis Institute	15,287	788	16,075
Lincoln Center	9,137	332	9,469
Logan Square	12,503	381	12,884
McKinley Park	3,608	50	3,658
Mark White Square	6,087	191	6,278
Marshall High	5,370	180	5,550

Morse School	6,381	515	6,896
Ogden Park	11,576	187	11,763
Palmer Park	4,606	86	4,692
Pulaski Park	5,080	108	5,188
Rogers Park	11,005	164	11,169
Scanlan School	4,854	62	4,916
Senn High	6,426	....	6,426
Seward Park	6,768	415	7,183
Shedd Park	6,995	344	7,339
Sheridan Park	18,171	479	18,650
Sherman Park	7,295	266	7,561
Stanford Park	2,843	99	2,942
Stanton Park	3,868	143	4,011
Sumner School	6,608	316	6,924
Walker	4,442	71	4,513
West North Ave	13,227	347	13,574
West 26th Street	13,967	192	14,159
Woodlawn	22,293	1,127	23,420
Total	414,411	16,351	430,762

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	3,638	132	3,770
Argyle	1,267	..	1,267
Armitage	1,000	46	1,046
Assoc. House	3,687	954	4,641
Avondale	2,197	63	2,260
Birchwood	3,345	..	3,345
Center St.	1,146	6	1,152
Cheltenham	1,606	36	1,642
Chicago Ave.	669	136	805
Chicago Lawn	2,633	..	2,633
Cicero Ave	1,232	58	1,290
Cleveland	1,318	282	1,600
Colorado (October)	593	5	598
(November)	766	20	786
Dauphin Park	1,206	53	1,259
Diversey Ave.	1,470	43	1,513
Dunning	1,904	..	1,904
East Rogers Park	1,438	71	1,509
East Sixty-first St.	730	139	869
E. Thirty-first St.	1,035	570	1,605
Edison Park	1,309	..	1,309
Fernwood	1,246	..	1,246
Gads Hill	945	..	945
Gage Park	1,541	..	1,541
Grand Ave	1,158	654	1,812
Grand Crossing	956	57	1,013
Greenview (Oct.)	514	42	556
(Nov.)	517	33	550
Gresham	1,628	33	1,661
Hegewisch	1,512	..	1,512
Hermosa	1,838	..	1,838
Homan	2,285	284	2,569
Jefferson Park	1,966	..	1,966
Kelvin Grove	346	..	346
Lake View	558	..	558
Lamon Ave	473	..	473

Larrabee St	1,755	762	2,517	South Shore	415	11	426
Lawndale	2,367	..	2,367	S. Western Ave.	1,038	350	1,388
LeMoyne	1,627	102	1,729	Trumbull Park	1,536	..	1,536
Longwood	993	..	993	Wakeford	2,941	88	3,029
Madison Street	926	482	1,408	Washing'n Heights	475	..	475
Mayfair	1,245	..	1,245	West Division	856	..	856
Milwaukee Ave.	701	226	927	W. Englewood	499	..	499
Montrose	1,614	..	1,614	West Harrison St.	744	616	1,360
North Clark St.	635	309	944	West Pullman	2,568	..	2,568
Norwood Park	673	..	673	West Ravenswood	2,292	209	2,501
Park Manor	4,278	255	4,533	W. Sixty-ninth St.	(No Report)		
Ravenswood	2,183	186	2,369	West Twelfth St.	2,070	2,121	4,191
St. Louis	697	40	737	Wieboldt	2,505	223	2,728
S. Ashland Ave.	1,635	774	2,409	Windsor Park	704	..	704
Southport Avenue	605	79	684	Total	92,249	10,550	102,799

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	414,411	16,351	430,762
Traveling Libraries	92,249	10,550	102,799
Business House Libraries	20,955	700	21,655
Special Deposits	5,833	....	5,833
Branch Reference	3,174	.....	3,174
Total	536,622	27,601	564,223

Of the 36,446 books supplied through the Stations Department, 16,351 were sent to 45 branches and 20,095 to 62 stations. The books supplied for the same month of the preceding year numbered 33,850 volumes.

The circulation department was open on 24 week days. The daily average week day circulation was 27,009.

REFERENCE ROOM.

Number of books issued from stacks 27,868
Number of recorded visitors 11,661

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 3,174; reference questions, 936.

ARTS AND CRAFTS ROOM.

Books consulted, 5,196. Visitors, 1,131.

HUGHES ROOM.

Volumes circulated, 5,711; pictures circulated, 3,183; recorded visitors, 3,404. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,400; bound newspapers, 407. Visitors, 1,405.

CIVICS ROOM.

Magazines issued, 2,014; directories consulted, 2,437; bound documents used, 1,290; books, 547; pamphlets, 10,590; visitors, 6,366.

STUDY ROOM.

Volumes consulted, 1,075. Visitors, 2,393.

READING ROOM.

Periodicals issued at the counter at Central Library, 10,795. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 81,720.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 9,697; issued in November of the previous year, 8,414.

Number of juvenile cards issued, 3,831; research cards, 5; vacation cards, ..; teachers' cards, 200. The number of three-year cards outstanding is 218,910.

BINDERY DEPARTMENT.

Number of books at binderies November 1, 1919	16,179
Number of books sent to binderies in November, 1919	7,717
Total number of books at binderies in November, 1919	23,896
Number of books received from binderies in November, 1919	7,894
Number of books at binderies December 1, 1919	16,002
Number of books repaired in Library in November, 1919	4,288

GROWTH OF THE LIBRARY.

The total number of volumes in the Library November 30, 1919, was 1,008,394. Received since June 1, 1919, 53,573; since November 1, 1919, 7,876. Books worn out and discarded since June 1, 1919, 19,732; since November 1, 1919, 2,557. Books lost and paid for since June 1, 1919, 4,207; since November 1, 1919, 542. Books found and money refunded since June 1, 1919, 316; since November 1, 1919, 31.

CARL B. RODEN,
Librarian.

CHICAGO, December 8, 1919.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, DECEMBER 22, 1919.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin and Sproul.

Absent—Director Cuneo.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held December 8, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From the janitresses in the employ of the Board in reference to their salaries.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1043 vols., (16 pamphlets)	$1025.00
Deposit Collection:	955 vols.,	696.00
Branch Collection:	1321 vols., (43 pamphlets)	1334.00
High School Collection:	91 vols.,	104.00
Rental Collection:	11 vols.,	19.00
Ryder Collection:	2 vols.,	83.00
	3423 vols., (59 pamphlets)	$3261.00

Respectfully submitted,

FRANK F. TOLLKUEHN,
R. J. MCLAUGHLIN,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Dec. 22, 1919.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to recommend:

That authority be given for temporary appointments, pending examinations, as follows:

Grade I, two junior assistants, male.

Grade II, one senior assistant.

Grade III, one principal assistant with editorial experience and knowledge of foreign languages; five principal assistants, male, at fifty cents per hour for service as needed.

That leaves of absence be granted to:

Myrtle Sette, branch librarian, for six months from December 26.

Helen Babcock, principal assistant, for six months from November 18.

Josephena Anderson, janitress, for three months from December 11.

That the following resignations be accepted, with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Lawrence W. Cronin, page, December 10.

Florence Royer, senior assistant, December 25.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
G. E. SCHICK,
Committee on Administration.

CHICAGO, Dec. 22, 1919.

He also presented, on behalf of the Committee, the following estimates for the Public Library Fund for 1920, to be incorporated in the appropriation and tax levy ordinances for the year 1920, and moved that the Secretary be instructed to forward the estimates to the City Comptroller for transmittal to the City Council.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, McLaughlin, Sproul and the President—8.

Nays—None.

For library purposes and all expense of maintenance and operation of the Chicago Public Library and its branches:	
Maintenance and operation	$ 950,000.00
Building purposes (including contracts on building now under construction)	150,000.00
Other improvements and repairs	90,000.00
Loss and cost of collection	60,000.00
	$1,250,000.00

Of this amount $63,500.00 to be reimbursed from the miscellaneous receipts of the Chicago Public Library.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following proposals for installation of electrical work for additional lighting in one of the stack rooms of the Library building:

Henry Newgard & Co	$188.50
Freeman-Sweet Co	150.00

Director Schick moved, on behalf of the Committee, that the contract be awarded to Freeman-Sweet Co., the lowest bidder.

Carried.

SPECIAL COMMITTEE.

The President, Director Barr, for the Special Committee appointed to consult with the city authorities in reference to the payment of the special assessment for the Michigan Boulevard Improvement reported progress.

On motion of Director McLaughlin, the Board adjourned.

H. B. Wilson
Secretary.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JANUARY 12, 1920.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Tollkuehn and McLaughlin.

Absent—Directors Beroth, Cuneo and Sproul.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held December 22, 1919, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From the night janitors of the Public Library in reference to increase in their salaries.

Referred to the Committe on Administration.

From Mathilde Finkelstein, Superintendent of the Jewish Educational Alliance, requesting the Board to establish a branch in the rooms of the Jewish Educational Alliance at No. 1243 N. Wood street.

Referred to the Committee on Library.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	2863 vols., (36 pamphlets)	$1597.00
Deposit Collection:	828 vols.,	834.00
Branch Collection:	2831 vols.,	2847.00
High School Collection:	337 vols.,	368.00
Thomas Hughes Collection:	34 vols.,	35.00
Ryder Collection:	2 vols.,	8.00
Rental Collection:	19 vols.,	20.00
	6914 vols.,	$5709.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $47.12, be paid from the incidental fund.

Respectfully submitted,

FRANK F. TOLLKUEHN,
R. J. MCLAUGHLIN,
Committee on Library.

CHICAGO, Jan. 12, 1920.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

Marshall Field & Co., books	$7,877.09
B. F. Stevens & Brown, books and subscriptions, £88/1/11 (est.)	334.49
C. V. Ritter, books	199.99
Benj. H. Sanborn & Co., books	111.24
Clayton F. Summy Co., books and binging	91.29
A. L. A. Publishing Board, books	90.00
C. Bensinger Co., books	48.60
F. Pancer, books	32.81
A. Kroch & Co., books and subscriptions.	31.10
General Drafting Co., books	20.00
R. L. Polk & Co., books	16.00
Henry Collins Brown, books	15.00
The Spectator Co., books	14.00
Arthur H. Clark Co., books	11.25
American Anthropological Ass'n, books	10.60
S. E. Hendricks Co., books	10.00
Daughaday & Co., books	10.00
Rand McNally & Co., books	8.00
Patterson's American Educational Directory, books	4.50
Geo. E. Koehler & Son, binding	1,859.71
Northwestern Bindery, binding	514.95
Brabandt & Valters Book Binding Co., binding	504.85
Simpson Book and Music Bindery, binding	445.00
John Seybold, marking on backs of boeks	159.78
American Job Book Bindery, binding	143.40
Burgmeier Book Bindery, binding	112.15
Slade, Hipp & Meloy, gummed muslin	20.00
Gane Bros. & Co., binders supplies	8.25
Tucker-Kenworthy Co., printing	133.50
Dwight Bros. Paper Co., paper	108.79
Mead & Wheeler Co., book pockets, cards, etc	311.31
Swigart Paper Co., paper	176.90
Cameron, Amberg & Co., printing, ruling cards, voucher forms	145.25
Bradner Smith & Co., paper	132.17
James Watson & Co., printing	114.00
Max Stern's Sons, printing	111.33
Geo. E. Cole & Co., stationery	92.96
Pilcher-Hamilton Co., paper	52.80
Gaw O'Hara Envelope Co., envelopes	49.80
Library Bureau, guides, book supports and files	47.09
P. A. Salisbury-Schulz Co., rubber stamps, pencil date holders, etc	38.94
J. W. Butler Paper Co., paper	34.39
Goodyear Rubber Co., rubber bands	14.50
Ioas Bros, pencil sharpeners	14.40
City Collector, street car book and pay roll forms	13.97
Dennison Mfg. Co., glue, etc	10.90
Remien & Kuhnert Co., wall paper, etc	7.99
A. L. Kraemer Co., carbon paper	6.00
Holmes Co., embossing stationery	6.00
Cantor Printing Co., printing	4.25
Shea, Smith & Co, sponges	3.60
Boston Evening Transcript, subscription.	64.00
Business Data Bureau. subscription	30.00
Public Libraries, subscription	20.80
International Trade Developer, subscription	5.00
H. G. Wilson, Sec'y, cash expenditures, Dec., 1919	560.85
	$15,015.54

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

Ryder Fund Income Account:

G. Broes Van Dort Co., books	$ 83.50
Architectural Book Publishing Co., books	8.10
	$ 91.60

Rental Collection:

Marshall Field & Co., books	$274.95
A. Kroch & Co., book	1.35
	$276.30

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration recommends that certain transfers be made in the appropriation account of the year 1919 in order that the accounts mentioned may not show overdrafts. The excess charges against these accounts were made with the consent of the Board at the time the indebtedness was incurred.

The following are the transfers recommended:

To salaries	$29,750.00
Books	10,700.00
Printing and stationery	1,300.00
Newspapers and periodicals	650.00
Refunds: Books lost and paid for	275.00
Miscellaneous expense	775.00
Heating and generating plant	50.00
	$43,500.00

The total amount to be transferred as follows:

From interest	$ 1,500.00
Fuel	3,000.00
Repairs, alterations and improvements	9,000.00
Branch Library Building	30,000.00
	$43,500.00

All of which is respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Jan. 12, 1920.

He, also, presented the following resolution and moved its adoption on behalf of the Committee.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Administration presents the following resolution and recommends its adoption:

Resolved, That, pending the adoption of the budget for the Public Library for the year 1920, the Secretary be authorized to pay the necessary incidental bills and pay-rolls for the maintenance of the library and to charge the same against the proper appropriation when said appropriations shall have been made.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
CHARLES E. SCHICK,
Committee on Administration.

CHICAGO, Jan. 12, 1920.

He, also, presented the following report and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Head Library Assistant: Anna C. Reque, January 10.

Junior Library Assistants: Kathryn C. Becker, January 10; Florence Davison, January 5.

Book Repairer: Catherine Thomson, November 25.

Page: George Enke, January 5.

It is further recommended that leave of absence for six weeks be granted to Francis Flahive, page, from January 5.

Respectfully submitted,

R. G. SHUTTER.
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Jan. 12, 1920.

He, also, presented the following list of vacancies and appointments for December, 1919, which was received and ordered pubished.

The following is the list:

Sol Abelson, page, appointed temp. December 18, $600 per year; separated December 28.

Gladys Barnes, junior library assistant, appointed temp. December 2, $780 per year.

Alvin Beck, elevator operator, resigned December 1.

Florence Bernstein, junior library assistant, separated December 28.

Irene Black, junior library assistant, appointed temp. December 1, $780 per year

Louis M. Bowman, page, resigned December 10.

William Bridges, janitor, appointed temp. December 3, $1140 per year.

Joseph Chmatal, page, appointed temp. December 29, 25 cents per hour.

Louise Clark, junior library assistant, appointed temp. December 23, $780 per year.

Lawrence Cronin, page, resigned December 10.

David DeRoches, elevator operator, came restored to eligible list December 11.

Mary Duncan, junior library assistant, separated December 10; appointed temp. as senior library assistant December 11, $1020 per year.

Israel Ehrlich, page, appointed temp. December 2, $600 per year.

Louise D. Erb, junior library assistant, appointed temp. December 11, $780 per year.

Mae Fletcher, junior library assistant, separated December 4.

Harold Foss, page, appointed temp. December 12, 25 cents per hour.

Sylvia Fowler, junior library assistant, appointed temp. December 4, $480 per year.

Emma M. Hamilton, junior library assistant, appointed temp. December 18, $780 per year.

Vivian G. Harsh, senior library assistant, appointed principal library assistant, December 26, $1200 per year (Promotional).

Loretta Hurst, junior library assistant, appointed temp. December 5, $780 per year.

Frank A. Jones, automobile operator, appointed temp. December 1, $1500 per year.

Harvey Jones, auto caretaker, appointed temp. December 1, $1080 per year.

Nathan Kline, page, appointed temp. December 29, 25 cents per hour; separated December 31.

Fred W. Klineman, elevator operator, reinstated December 11, $1200 per year.

John Lawtonschlager, page, separated December 10.

Margaret McDonald, senior library assistant, resigned December 10.

J. H. Marshall, mechanical and electrical engineer, appointed temp. December 1, $1940 per year.

Ruth E. Martin, junior library assistant, appointed temp. December 1, $780 per year; separated December 25.

Mary Meany, junior library assistant, appointed temp. December 22, $780 per year.

Elmer Mueller, page, appointed on probation December 8, $600 per year.

Charles Newman, elevator operator, separated December 25.

Marie Novak, principal library assistant, appointed temp. December 2, 60 cents per hour.

Neal Phillips, page, appointed temp. December 8, $600 per year; separated December 31.

George Proctor, page, separated December 26.

Gladys Ranklin, junior library assistant, appointed temp. December 1, $780 per year.

Jessie E. Reed, principal library assistant, appointed head library assistant,

December 26, $1440 per year (Promotional).

Irwin Robertson, page, separated December 10.

Florence Royer, senior library assistant, resigned December 25.

Marie L. Ryan, principal library assistant, appointed head library assistant December 26, $1440 per year (Promotional).

Ella Schlaak, junior library assistant, separated December 14.

Carl Shklar, page, appointed temp. December 26, $600 per year.

Lillian Skuse, janitress, appointed temp. December 11, $1020 per year.

Charlotte E. Smith, senior library assistant, appointed principal library assistant December 26, $1200 per year (Promotional).

John D. Smith, coal passer, appointed on probation December 16, $1320 per year.

Theodore Strong, principal library assistant, appointed temp. December 19, 50 cents per hour.

Roger J. Sullivan, page, appointed on probation December 11, $600 per year.

Catherine Thomson, book repairer, resigned November 25.

Helen Tillotson, junior library assistant, appointed temp. December 2, $780 per year.

Charlotte Washer, junior library assistant, separated December 25.

Clarence O. Willison, principal library assistant, appointed temp. December 1, 50 cents per hour.

Harry J. Wilson, junior library assisant, appointed temp. December 12, $780 per year.

Charles F. Zak, principal library assistant, resigned December 10.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — Your Committee on Buildings and Grounds makes the following recommendations with regard to certain details and changes in the Regional Branch building now under construction:

That installation of the revised wall trim in the basement story hour room be authorized at an additional cost of $1,080.

That Tennessee marble with dark green border be selected for the rotunda floor. This choice will result in a credit of $550.

That a change in electric wiring be authorized as follows: In the charging desk at an extra cost of $368.

In response to advertisements inviting bids for steel bookstacks for the new building, the following proposals were received:

	Olive green finish
Paltridge Metal Equipment Co.	$13.495
Art Metal Construction Co.	18.496
Borden Book Stack Co.	22.939
Snead & Co. Iron Works	15,920
O. M. Edwards Co.	16,200

Certain alternative bids were offered by several of the above bidders, based upon modifications as to style or finish, which were not considered by this Committee. Substitution of marble other than that specified was suggested by the Art Metal Construction Company, reducing their bid by $793, and by Snead & Company, reducing their bid by $1,327.

Since the bookstack offered by each of the bidders differs more or less in principle, construction and style from all others, it became necessary to take into account other elements besides price in arriving at a decision. After very careful examination the Committee has, therefore, concluded to recommend acceptance of the proposal of Snead & Company with the substitution of Vermont mar-

ble for Tennessee marble, as specified, at a net figure of $14,593.00.

Respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
Committee on Buildings and Grounds.

CHICAGO, Jan. 12, 1920.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

Royal Typewriter Co., typewriting machines	$ 459.69
Commonwealth Edison Co., electric current, branches	240.19
Chicago Telephone Co., telephone service	160.25
Peoples Gas Light & Coke Co., gas, branches	8.42
Citizens Service Bureau, removing cinders, etc	116.84
Chicago Linen Supply Co., clean towel supply	81.03
Individual Towel & Cabinet Service Co., clean towel supply	39.00
Toll Bros., laundry work	37.60
Haegele Ice Co., ice	35.40
E. Howard Clock Co., cleaning and repairing master clock	8.00
Chicago Evening Post Co., advertising	3.94
Westinghouse Traction Brake Co., gaskets, valves, etc	60.00
O. C. Keckley Co., sheet packing	11.16
C. E. Case, electric lamps	63.36
Electric Lamp & Products Co., electric lamps	46.80
Inland Electric Co., electrical supplies	46.70
Lux Mfg. Co., electric lamps	13.25
Manhattan Electrical Supply Co., electrical supplies	4.68
Marquette Electric Engineering Co., removing, assembing, etc., commutator on armature for elevator motor	50.68
Gallaher & Speck, brass door stops	24.00
Elevator Supplies Co., leather cups	12.26
Armour Soap Works, soap	21.45
Shavings & Sawdust Co., sawdust	16.60
Fuller-Morrisson Co., ammonia	4.50
G. B. Davidson, additional fire insurance on Legler branch, etc	96.57
Fred A. Phillips, insurance on plate glass, Woodlawn Branch	9.60
Tyler & Hippach, plate glass	932.45
Johnson Service Co., overhauling temperature controlling device	399.48
Moran & Hastings Mfg. Co., brackets, etc.	72.50
H. Rosenbaum Roofing Co., tuck pointing dome at Blackstone Branch	67.95
Verkler & Haas, overhauling multigraph machine	44.60
Geo. B. Carpenter & Co., taking down awnings, etc	7.48
Consumers Co., coal	183.50
Sinclair Refining Co., gasoline	235.83
Swinehart Tire & Rubber Co., rubber tires	155.12
Republic Truck Co., auto parts	40.68
Valvoline Oil Co., oil	28.05
Stromberg Motor Device Co. auto parts	26.67
Samuel Harris & Co., machinists supplies	26.29
Maypole Garage, auto storage	26.00
John Wojtalewicz, auto storage	18.00
D. J. Gallagher Mfg. Co., waste	17.05
American Bosch Magneto Co., repairing magneto	14.79
Glenn E. Holmes, auto parts	11.70
Chicago Engineer Supply Co., grease cups, etc	9.35
W. H. Salisbury & Co., rubber hose, etc.	5.45
Bullard & Gormley Co., hardware	4.30
H. G. Wilson, Sec'y, cash expenditures Dec., 1919	165.47
Pottinger-Flynn Coal Co., coal	923.44
Dahl-Stedman Co., 7th payment general work Legler Branch	10,000.00
John J. McGrath, black and gold lettering at branches	24.00
	$15,112.12

He, also, presented the following bills for maintenance of the Kelly Branch and moved that the bills be paid from the Kelly Branch Fund.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

Carson, Pirie, Scott & Co., linoleum	$400.53
Commonwealth Edison Co., current	38.08
	$438.61

He, also, presented a communication from Alfred S. Alschuler, architect, in reference to certain additions in the contract for the Legler Branch Library, and moved that a request be made for further information in regard to the matter, and that it be left in the hands of the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

SPECIAL COMMITTEES.

The President, Director Barr, Chairman of the Special Committee on branch libraries in school buildings, reported progress, and presented a letter from the Superintendent of schools, addressed to the Librarian, and recommended that the letter be referred back to the Committee.

The recommendation was concurred in.

REPORTS.

The Librarian presented his statistical report for the month of December, 1919, which was received and ordered published.

NEW BUSINESS.

The President, Director Barr, presented the following resolutions:

Resolved, That the Board of Directors has heard with deep sorrow of the passing of Mrs. Elliott W. Sproul, the wife of one of its honored fellow-members, and desires to give expression to its sympathy through the adoption of this memorial minute.

Be It Further Resolved, That the Secretary be directed to transmit to Mr. Sproul a copy of this action.

Director Shutter moved the adoption of the resolutions.

Carried by rising vote.

On motion of Director Shutter, the Board adjourned.

A. R. Wilson
Secretary.

REPORT OF LIBRARIAN FOR DECEMBER, 1919.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of December was 612,606; for the corresponding month of the previous year 607,331. The circulation was from the following sources:

Central Library	72,126
Branches	389,329
Stations	38,920
Traveling Libraries	87,287
Deposits	22,450
Branch Reference	2,494
	612,606

The following is a summary of the books obtained at the Central Library:

Main Collection	27,386
Open Shelf	32,566
Hughes Room	5,088

Music Room	3,277
Information Desk (Teachers and special cards)	2,142
Books for the Blind	869
Documents	286
Miscellaneous	512
	72,126

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,761	190	2,951
Austin	12,921	365	13,286
Austin High	6,861	....	6,861
Bessemer Park	7,022	377	7,399
Blackstone	11,744	590	12,334
Burr School	6,768	317	7,085
Butler House	8,983	241	9,224
Cornell Square	4,279	285	4,564
Davis Square	3,502	75	3,577
Douglas Park	18,342	2,395	20,737
Dvorak Park	5,844	97	5,941
Eckhart Park	4,816	767	5,583
Englewood High	3,364	....	3,364
Forestville School	3,169	83	3,252
Fuller Park	5,610	200	5,810
Hamilton Park	7,732	262	7,994
Hamlin Park	6,734	139	6,873
Hardin Square	4,278	118	4,396
Harrison High	5,321	....	5,321
Hebrew Institute	7,830	668	8,498
Holstein Park	6,822	152	6,974
Humboldt	16,096	2,769	18,865
Independence Park	4,640	165	4,805
Kelly	17,129	288	17,417
Kosciuszko	5,585	38	5,623
Lake View High	5,548	....	5,548
Lewis Institute	14,866	660	15,526
Lincoln Center	9,004	380	9,384
Logan Square	11,808	336	12,144
McKinley Park	3,803	83	3,886

Mark White Square	6,823	174	6,997
Marshall High	4,451	276	4,727
Morse School	5,564	506	6,070
Ogden Park	10,501	158	10,659
Palmer Park	4,624	110	4,734
Pulaski Park	4,881	140	5,021
Rogers Park	10,152	137	10,289
Scanlan School	4,491	65	4,556
Senn High	4,979	....	4,979
Seward Park	6,014	335	6,349
Shedd Park	7,051	314	7,365
Sheridan Park	15,934	404	16,338
Sherman Park	7,524	251	7,775
Stanford Park	3,527	91	3,618
Stanton Park	4,542	144	4,686
Sumner School	6,076	306	6,382
Walker	3,633	94	3,727
West North Ave	12,622	342	12,964
West 26th Street	12,076	147	12,223
Woodlawn	20,682	999	21,681
Total	389,329	17,033	406,362

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	3,791	178	3,969
Argyle	1,157	..	1,157
Armitage	888	64	952
Assoc. House	3,834	1,210	5,044
Avondale	2,323	64	2,387
Birchwood	3,713	..	3,713
Center St.	1,112	20	1,132
Cheltenham	1,858	48	1,906
Chicago Ave.	648	170	818
Chicago Lawn	2,624	..	2,624
Cicero Ave	1,085	45	1,130
Cleveland	(No report)		
Colorado	720	38	758
Dauphin Park	1,217	52	1,269
Diversey Ave.	1,224	28	1,252
Dunning	1,863	..	1,863
East Rogers Park	1,362	67	1,429
East Sixty-first St.	(No report)		
E. Thirty-first St.	1,038	556	1,594
Edison Park	1,277	..	1,277
Fernwood	1,081	..	1,081
Gads Hill	853	..	853
Gage Park	1,395	..	1,395
Grand Ave.	1,102	684	1,786
Grand Crossing	1,116	49	1,165
Greenview	...	49	49
Gresham	646	29	675
Hegewisch	1,584	..	1,584
Hermosa	(No report)		
Homan	2,256	314	2,570
Irving Park (Nov.)	684	18	702
(Dec.)	721	41	762

Jefferson Park	2,270	..	2,270	South Shore	149	16	165
Kelvin Grove	357	3	360	S. Western Ave.	1,011	414	1,425
Lake View	608	...	608	Trumbull Park	1,701	..	1,701
Lamon Ave	507	...	507	Wakeford	2,575	88	2,663
Larrabee St	1,612	835	2 447	Washing'nHeights	531	..	531
Lawndale	2,197	..	2,197	West Division	985	...	985
LeMoyne	1,433	94	1,527	W. Englewood	529	..	529
Longwood	817	..	817	West Harrison St.	772	618	1,390
Madison Street	859	504	1,363	West Pullman	2,633	..	2,633
Mayfair	1,154	..	1,154	West Ravenswood	2,209	201	2,410
Montrose	1,654	..	1,654	W. Sixty-ninth St..			
North Clark St	640	294	934	(November)	621	17	638
Norwood Park	776	..	776	(December)	....	10	10
Park Manor	4,201	276	4,477	West Twelfth St.	2,569	2,432	5,001
Ravenswood	2,183	197	2,380	Wieboldt	2,622	239	2,861
St. Louis	673	57	730	Windsor Park	726	..	726
S. Ashland Ave	1,920	826	2,746				
Southport Avenue	621	127	748	Total	87,287	10,972	98,259

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	389,329	17,033	406,362
Traveling Libraries	87,287	10,972	98,259
Business House Libraries	17,196	895	18,091
Special Deposits	5,254	....	5,254
Branch Reference	2,494	.....	2,494
Total	501,560	28,900	530,460

Of the 38,920 books supplied through the Stations Department, 17,033 were sent to 45 branches and 21,887 to 62 stations. The books supplied for the same month of the preceding year numbered 37,328 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 23,562.

REFERENCE ROOM.

Number of books issued from stacks 27,983

Number of recorded visitors 11,784

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 2,494; reference questions, 663.

ARTS AND CRAFTS ROOM.

Books consulted, 5,446. Visitors, 1,149.

HUGHES ROOM.

Volumes circulated, 5,088; pictures circulated, 1,717; recorded visitors, 3,106. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,790; bound newspapers, 475. Visitors, 1,496.

CIVICS ROOM.

Magazines issued, 2,136; directories consulted, 2,792; bound documents used, 1,765; books, 1,003; pamphlets, 13,980; visitors, 6,576.

STUDY ROOM.

Volumes consulted, 1,406. Visitors, 3,940.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,800. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 91,679.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 6,073; issued in December of the previous year, 7,042.

Number of juvenile cards issued, 1,902; research cards, 4; vacation cards, ..; teachers' cards, 127. The number of three-year cards outstanding is 219,267.

BINDERY DEPARTMENT.

Number of books at binderies December 1, 1919	16,002
Number of books sent to binderies in December, 1919	6,018
Total number of books at binderies in December, 1919	22,020
Number of books received from binderies in December, 1919	5,816
Number of books at binderies December 31, 1919	16,204
Number of books repaired in Library in December, 1919	4,971

GROWTH OF THE LIBRARY.

The total number of volumes in the Library December 31, 1919, was 1,011,957. Received since June 1, 1919, 61,700; since December 1, 1919, 8,127. Books worn out and discarded since June 1, 1919, 23,809; since December 1, 1919, 4,077. Books lost and paid for since June 1, 1919, 4,754; since December 1, 1919, 572. Books found and money refunded since June 1, 1919, 384; since December 1, 1919, 68.

CARL B. RODEN,
Librarian.

CHICAGO, January 12, 1920.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JANUARY 26, 1920.

OFFICIAL RECORD.

There were present the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth, Tollkuehn and Sproul.

Absent—Directors Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held January 12, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from Mr. E. W. Sproul, which was received and placed on file:

"January 18, 1920.

"*My dear Mr. Wilson:*

"In so far as words may do so, I desire to express to my fellow-members of the Board of Directors of the Chicago Public Library my deep appreciation of the kind thoughts expressed in the resolution pertaining to my recent bereavement and for the beautiful floral wreath sent by them at that time.

"I am indeed grateful for such assurances of sympathy and friendship.

"Sincerely yours,

"E. W. SPROUL."

"*Mr. H. G. Wilson,*
"*Sec'y Chicago Public Library Board,*
"*Chicago Public Library.*
"*Chicago, Illinois.*"

The following communication from George F. Harding, City Comptroller, which was received and ordered published:

"City of Chicago,
"Department of Finance.
"Chicago, Jan. 22, 1920.

"*Mr. H. G. Wilson,*
"*Secretary Pubic Library,*
"*Chicago.*

"*Dear Sir:*—Enclosed please find statement taken from an analysis of the County Collector's report of taxes collected in 1919, showing amount collected for the Public Library.

"Very truly yours,

"George F. Harding,
"*Comptroller.*"

ANALYSIS OF COUNTY COLLECTOR'S REPORT OF TAXES COLLECTED IN 1919—PUBLIC LIBRARY.

TAXES 1918:	
Based on valuation and rate	$866,211.03
Gain in extension of taxes	21.25
Total tax extended	$866 232.28
LOSSES:	
Forfeited to State	6,090.82
Judgments refused	452 65
Errors	386 89
Pending	269.94
Personal property uncollected	33,550.84
Total losses	$ 40,751.14
Total amount to be collected	825 481.14
COSTS:	
Town Collector's commission (2%)	3,113 93
County Collector's commission (1%)	6,697.84
County Clerk's fee for extension	1.009.96
Total costs	$ 10,821.73
Cash received—Town Collectors	152,582.91
Cash received — County Collector	662,076.50
Total cash received account taxes 1918	814,659 41
TAXES 1917 AND PRIOR:	
Taxes 1879 to 1917 on warrant of 1918	33 649 43
Personal property prior years on warrant 1918	4,895.88
Soldiers and sailors prior years on warrant 1918	93.62
Taxes 1917 and prior not on warrant	5 382.20
Total amount to be collected	44,021.13
LOSSES:	
Forfeited to State	37,411.15
Judgments refused	255.91
Errors	375 57
Pending	7.87
Personal property prior years	23.79
Total losses	$ 38,074.29
Total amount collected	5,946.84
County Collector's commission	59.47
Total cash received account taxes 1917 and prior	5,887.37
SUMMARY:	
Cash received account taxes 1918	814,659.41
Cash received account taxes 1917 and prior	5,887.37
Total cash received	$820 546.78
Distributed	794,673 47
	$ 25,873.31

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	171 vols.,	$ 305.00
Deposit Collection:	899 vols.,	648.00
Branch Collection:	326 vols.,	328.00
High School Collection:	10 vols.,	10.00
Rental Collection:	4 vols.,	5.00
	1410 vols.,	$1296.00

Respectfully submitted,

FRANK F. TOLLKUEHN,
E. W. SPROUL,
CARL O. BEROTH,
Committee on Library.

CHICAGO, Jan. 26, 1920.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the report of the Committee on the salaries of the employés of the Board for the ensuing year. Action was deferred and the report referred to the Board in executive session.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
Julius Fuermann, rent, Logan Square Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
	$1165.00

REPORTS.

The President presented his report on the work of the Library for the year 1919.

The Librarian presented his report for the year ended December 31, 1919.

The Secretary presented the financial and statistical report for the year ended December 31, 1919.

Director Beroth moved that the several reports be received and made the annual report of the Board, and that the Secretary be instructed to transmit a copy to the City Council.

Carried.

Director Beroth moved that the annual report of the Board be printed in pamphlet form and that the Secretary be authorized to publish an edition of one thousand copies.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

The Secretary presented the report of the United States Audit Company on their audit of the books and accounts of the Chicago Public Library for the four months ended December 31, 1919, which was received and ordered published.

The following is the report:

January 26th, 1920.

To the President and Board of Directors,
The Chicago Public Library,
Chicago.

Gentlemen:—In accordance with your instructions, we have audited the books and accounts of the Chicago Public Library for the four months ended December 31, 1919.

We submit herewith various statements, which contain full details of the transactions of the period under review, which are correct and in accordance with the books.

Yours very truly,
UNITED STATES AUDIT CO.
WHITNEY B. FLERSHEM,
Certified Public Accountant.

Funding Balance Sheet, December 31, 1919.

Fund Assets.

Public Library Fund:			
Balance in hands of City Treasurer			$ 68,422.01
Current and Trust Funds:			
Bonds		277,784.55	
Certificate of Deposit		182.77	
Cash		4,833.93	
Petty Cash		726.32	
Due Account Accrued Interest		32.68	
Total Current and Trust Funds			283,560.25
Total Assets			$351,982.26

Fund Liabilities.

Public Library Fund		$ 68,422.01	
Petty Cash		1,000 00	
Current and Trust Funds:			
Kelly Fund	$200,000.00		
Kelly Fund Increment	65,000.00		
Kelly Branch	153.08		
Ryder Fund	10,000.00		
Ryder Fund Income	94.03		
Beecher Fund	2,000.00		
Beecher Fund Income	87.54		
Jackson Fund	1,000.00		
Jackson Fund Income	213.82		
Security Deposits	1,654.80		
Special Deposits	100.00		
Rental Collections	2,256.98		
Total Current and Trust Funds		282,560.25	
Total Fund Liabilities			$351,982.26

Library Fund—Cash Receipts and Disbursements for the Four Months Ended December 31, 1919.

Receipts.

Taxes 1917 and Prior	$ 5,887.37
Taxes 1917	32,765.96
Taxes 1918	108,563.62
Unclaimed Wages	9.14
Interest on Balance with City Treasurer	900.31
Miscellaneous Receipts	2,947.60
	$151,074.00
Add: Balance August 31, 1919	225,174.14
	$376,248.14

Disbursements.

Salaries: Main Library	$104,596.33	
Branches	67,017.27	
Delivery Stations	4,826.61	
Delivery Stations: Miscellaneous	2,190.58	
Branches: Miscellaneous	6,178.73	
Books	26,878.71	
Binding	16,557.91	
Finding Lists	854.84	
Printing and Stationery	4,253 58	
Periodicals	8,966.64	
Miscellaneous Expense	1,762.40	
Fuel	4,688.64	
Heating and Generating Plant	589.06	
Electric Supplies and Repairs	210.65	
Janitors' Expense	535.34	
Furniture and Fixtures	1,651.99	
Insurance	163.55	
Freight and Expressage	98.89	
Postage	971.62	
Books Lost and Paid for—Refunds	283.17	
Repairs, Alterations and Improvements	3,736.15	
Branch Buildings	50,583.50	
Total Disbursements		307,826.13
Balance on hand December 31, 1919		$ 68,422.01

CURRENT AND TRUST FUNDS.

CASH RECEIPTS AND DISBURSEMENTS FOR THE FOUR MONTHS ENDED DECEMBER 31, 1919.

Receipts.	Total.	December.	November.	October.	September.
Accrued Interest	$ 65.06	$ 65 06	$	$	$ .....
Duplicates	37.50	37.50	.....	....	.....
Kelly Branch	2,617.84	970.98	142.85	1,355.61	148.40
Ryder Fund Income	141.25	50 00	40.00	20.00	31.25
Jackson Fund Income	25.00	.....	.....	25.00	.....
Rental Collections	751.78	231.02	190.12	190.05	140.59
Secretary's Petty Cash	1,869.33	363 21	692.92	432.43	380.77
Miscellaneous	683.54	90 66	223.14	240.08	129.66
Finding Lists	130.25	28.16	35.38	37.38	29.33
Books Lost and Paid for	2,096.31	481.86	449.53	691.39	473.53
Deposits	1,613.05	389.70	460.20	430.70	332.45
Fines	11,447.66	3,374.72	2,889.32	2,878.28	2,305.34
Bonds	3,000.00	3,000.00	.....	.....	.....
Beecher Fund Income	40.00	40.40	.....	.....	.....
Certificate of Deposit	172.04	172.04	.....	.....	.....
Total Receipts	$24,690.61	$ 9,294.91	$ 5,123.46	$ 6,300.92	$ 3,971.32
Add: Cash Balance August 31, 1919	10,852.66	5,998.80	6,445.71	6,248.71	10,852.66
	$35,543.27	$15,293.71	$11,569.17	$12,549.63	$14,823.98

Disbursements.

Treasurer	$ 2,947.60	$ 638.18	$ 708.05	$ 968.85	$ 632.52
Pension Fund	11,447.66	3,374.72	2,889.32	2,878.28	2,305.34
Kelly Branch	4,514.92	1,540.27	1,166.04	1,080.17	728.44
Ryder Fund Income	143.95	91.60	52.35	.....	.....
Books	247.98	98.19	34.73	78.67	36.39
Branches	124.01	39.62	3.25	31.46	49.68
Books Lost and Paid for — Refunds	283.17	71.44	34.98	99.85	76.90
Deposits	1,506.95	386.00	309.20	385.20	426.55
Delivery Stations — Miscellaneous	101.85	71.85	5.35	11.31	13.34
Freight and Expressage	98.89	22.81	28.30	17.02	30.76
Heating and Generating Plant	9.80	2.00	2.00	5.80	.....
Miscellaneous Expense	260.27	52.00	27.54	147.32	33.41
Periodicals	95.05	28.75	11.70	24.35	30.25
Postage	971.62	320.57	215.36	275.39	160.30
Printing and Stationery	21.19	19.09	.....	1.75	.35
Rental Collections	744.44	515.75	82.20	98.50	47.99
Insurance Fund	16.90	14.90	.....	.....	2.00
Bonds	6,956.59	2,956.59	.....	.....	4,000.00
Elevator Supplies and Repairs	1.05	.....	.....	.....	1.05
Accrued Interest	32.68	32.68	.....	.....	.....
Certificate of Deposit	182.77	182.77	.....	.....	.....
Total Disbursements	$30,709.34	$10,459.78	$5,570.37	$6,103.92	$8,575.27
Balance December 31, 1919	$ 4,833.93	$ 4,833.93	$5,998.80	$6,445.71	$6,248.71

CURRENT AND TRUST FUNDS—SUMMARY OF BALANCES FOR THE FOUR MONTHS ENDED DECEMBER 31, 1919.

	September.	October.	November.	December.
Kelly Fund	$200,000.00	$200,000.00	$200,000.00	$200,000.00
Kelly Fund Increment	65,000.00	65,000.00	65,000.00	65,000.00
Kelly Branch	1,470.12	1,745.56	722.37	153.08
Ryder Fund	10,000.00	10,000.00	10,000.00	10,000.00
Ryder Fund Income	127.98	147.98	135.63	94.03
Beecher Fund	2,000.00	2,000.00	2,000.00	2,000.00
Beecher Fund Income	47.54	47.54	47.54	87.54
Jackson Fund	1,000.00	1,000.00	1,000.00	1,000.00
Jackson Fund Income	188.82	213.82	213.82	213.82
Security Deposits	1,454.60	1,500.10	1,651.10	1,654.80
Special Deposits	100.00	100.00	100.00	100.00
Rental Collections	2,342.24	2,433.79	2,541.71	2,256.98
Incidental Fund (Petty Cash)	1,000.00	1,000.00	1,000.00	1,000.00
Insurance Fund	14.90	14.90	14.90	.....
	$284,746.20	$285,203.69	$284 427.07	$283,560.25

Less: Amount due from City Comptroller for Secretary's Petty Cash Fund	432.43	692.92	363.21	726.32
Due Account Accrued Interest	65.06	65.06	65.06	.....
	497.49	757.98	428.27	726.32
	$284,248.71	$284,445.71	$283,998.80	$282,833.93
Made up as follows:				
Accrued Interest on Bonds	$	$	$	$ 32.68
Bonds—Book Value	277,827.96	277,827.96	277,827.96	277,784.55
Certificate of Deposit	172.04	172.04	172.04	182.77
Cash	6,248.71	6,445.71	5,998.80	4,833.93
	$284,248.71	$284,445.71	$283,998.80	$282,833.93

Reconciliation of Trust Funds, December 31, 1919

Trust Funds:		
Hiram Kelly Bequest	$200,000.00	
William Ryder Bequest	10,000.00	
Jerome Beecher Bequest	2,000.00	
H. W. Jackson Bequest	1,000.00	
Hiram Kelly Increment	65,000.00	
		$278,000.00
Investments:		
Municipal, Liberty Loan, and Surety Bonds (par value $278,650.00)	$277,784.55	
Certificate of Deposit	182.77	
Accrued Interest on Bonds	32.68	
		$278,000.00

Reconciliation of Bank Accounts December 31, 1919.

First National Bank:		
Balance per Bank Statement		$8,633.73
Deduct: Outstanding Checks		4,315.95
Balance per Books		4,317.78
Union Trust Company:		
Balance per Bank Statement	1,050.40	
Deduct: Outstanding Checks	897.32	
Balance per Books		153.08
Illinois Trust and Savings Bank:		
Balance per Savings Account		486.99
Total Bank Balances		4,957.85

Add: Deposits January 1 to 22, 1920, inclusive:		
First National Bank	2,297.33	
Union Trust Company	3,807.50	
Illinois Trust and Savings Bank	65.23	6,170.06
		11,127.91
Deduct: Withdrawals January 1 to 22, 1920, inclusive:		
First National Bank	467.46	
Union Trust Company	153.90	
Illinois Trust and Savings Bank	91.60	712.96
Balance per Banks December 31, 1919		10,414.95
Add: Cash per Count January 22, 1920	730.77	
Disbursements January 1 to 22, 1920	1,121.93	1,852.70
		12,267.65
Deduct: Receipts January 1 to 22, 1920		7,433.72
Balance per Books December 31, 1919		$4,833.93

NEW BUSINESS.

On motion of Director Tollkuehn, the Board went into

EXECUTIVE SESSION

sitting as a committee of the whole with the President, Director Barr, as Chairman, and the Secretary of the Board acting as Secretary.

Director Shutter, Chairman of the Committee on Administration, brought up the report of that Committee on Salaries, action on which had been deferred.

Director Beroth presented a resolution in reference to moneys accruing from fines.

The Secretary presented an estimate of the receipts and expenditures for the year 1920.

After discussion of the matters before it, the Committee rose and the Board resumed open session.

The Secretary reported the following recommendations of the committee of the whole:

1. The adoption of the following resolution:

Whereas, The urgent necessity of increasing the appropriation for salaries has made it necessary to depart for the year 1920 from the practice of former years of transferring all moneys collected as fines to the Public Library Employés' Pension Fund;

Resolved, That it is the sense of this Board that said practice should be resumed, and that such moneys should be again so applied to said Pension Fund as soon as the financial condition of the Library shall warrant, and that this be recommended to the next Board as a policy to which this Board desires to commit itself and, so far as possible, its successors in office.

Director Healy moved to concur in the recommendation.

Carried unanimously.

2. The adoption of the following report of the Committee on Administration in reference to salaries:

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to submit the following report:

On September 22, 1919, this Board took action which resulted in a substantial increase in salaries paid to employés of the Library in Grades I and part of II, as well as to book repairers, typists and pages. We now submit a report covering similar changes for the remaining members of the staff in the higher grades and in the mechanical and service divisions.

The amount that will be added to the payroll by the action recommended herewith is, in round numbers, $45,000; the average monthly payroll at this time, based on actual expenditures since September, 1919, when the former increases went into effect, is $43,000. These figures include the ordinary automatic increases provided for by the rules.

Our first recommendation is that the following items be incorporated in the appropriations to be made by this Board for the year 1920:

A–B	Salaries, main library and branches	$556,000.00
C	Salaries, deposit and delivery stations	15,000.00
		$571,000.00

As was said in our September report, it will be for the Board to decide how the funds shall be secured to meet these changes. If it be found necessary to reduce the service rendered to the public, either by reduction of hours, staff or both, or by closing certain of our agencies, this Committee will consider these problems when so instructed. Reductions in other items of the budget would come before the other committees of the Board in a similar manner.

Contingent upon the approval of the above figures we proceed, therefore, to recommend the adoption of the following salary schedules, to be effective from and after January 26, 1920:

Junior Assistants.

Grade I.

Group A	$ 780
Group B (after six months in grade)	840
Group C (after one year in grade)	900
Group D (after two years in grade)	960
Group E (after three years in grade)	1020

Senior Assistants.

Grade II.

Group A	$1080
Group B (after one year in grade)	1140
Group C (after two years in grade)	1200
Group D (after three years in grade)	1260
Group E (after four years in grade)	1320

Principal Assistants.

Grade III.

Group A	$1380
Group B (after one year in grade)	1440
Group C (after two years in grade)	1500
Group D (after three years in grade)	1560

HEAD ASSISTANTS.

Grade IV.

Group A	$1620
Group B (after one year in grade)	1680
Group C (after two years in grade)	1740
Group D (after three years in grade)	1800
Group E (after four years in grade)	1860
Group F (after five years in grade)	1920

DIVISION CHIEFS.

Grade V.

$1980-$3300.

PAGES.

Group A	$ 600
Group B (after six months in grade)	660
Group C (after one year in grade)	720

MULTIGRAPH OPERATORS.

Group A	$ 960
Group B (after one year in grade)	1020
Group C (after two years in grade)	1080

BOOK REPAIRERS AND TYPISTS.

Group A	$ 720
Group B (after six months in grade)	780
Group C (after year and one-half in grade)	840

Following is the list of personnel and salaries recommended for the grades in which such salaries are fixed by the Board at its discretion, and not according to the scale obtaining in the grades above mentioned:

Grade VI. Administration.

Carl B. Roden, Librarian, $7,200.
Harry G. Wilson, Secretary, $6,000.

Grade V. Division Chiefs.

Reidar Arentz, $2,040.
May I. Carroll, $1980.
Carrie L. Elliott, $2,400.
Pearl I. Field $2,220.
Bessie Goldberg, $2,040.
Emanuel Holy, $2,100.
Nathan R. Levin, $2,100.
Charles Lhotka, $2,400.
Lilyan G. Morawski, $2,040.
J. Ritchie Patterson, $2,340.
William A. Purer, $2 580.
John F. Phelan, $3,180.
Benjamin M. Smith, $2,400.
Frank E. Waska, $1,980.
Adah F. Whitcomb, $1,980.

Engineers.

Jacob Reitz, chief engineer, $3,260.
Ernest A. Hart, $2.680.
Robert G. Allison, $2,260.
J. H. Marshall, $2,260 (Temp.).
Peter J. Thurston, $1,920.
D. E. Halberstadt, $1,920 (Temp.).

Oilers.

Thomas Guthrie, $1,620.
George E. Luthringer, $1,620.

Firemen.

Amby J. Beery, $1.620.
John Guthrie, $1,620.

Coal Passers.

Patrick Corcoran, $1,500.
John Murray, $1,500.
James O'Hara, $1,500.
John D. Smith, $1,500.

Laborer.

Cosmo Pacente, $1,440.

Chaffeurs.
John D. Barchard, $1,620.
John Gawron, $1,620.
Fred C. Lutter, $1,620.
William J Soper, $1,620.
John P. Wallenborn, $1,620.
George A. Wiborg, $1,620.

Caretaker.
Harvey Jones, $1,200 (Temp).

Branch Janitors.
Thomas P. Conry, $1,860.
Robert H. Proudie, $1,320.
John Renkosicwicz, $1,320.
Keti Bogusz, $540 (Temp.).
Frank McClain, $540 (Temp.).
Rose Maykowska, $540 (Temp.).
Mrs. Annie Opila, $540 (Temp).
Brice Rogers, $540 (Temp.).
J. T. Stade, $540 (Temp.).

Telephone Operator.
Rebecca M. Burke, $1,260.

Custodian of Buildings.
James J. Linehan, $2,640.

Janitors.
James C. King, $1,500.
Frank Bergman, $1,440.
Frank Malina, $1,260.
John Ambey, $1,260.
Joseph Bennett, $1,260.
William Bridges, $1,260 (Temp.).
Albert E. Jackson, $1,260.
William McDearmed, $1,260.
John Meredith, $1,260.
Peter Murphy, $1,260.
Edward J. Penn, $1,260.
William P. Shanley, $1,260.
Kelsey Stone, $1,260.

Janitresses.
Josephena Anderson, $1,140.
Gertrude Bateman, $1,140 (Temp.).
Mary F. George, $1,140.
Mary Higgins, $1,140.
Florence McKenzie, $1,140.
Bridget Moran, $1,140
Catherine Murray, $1,140.
Lillian Skuse, $1,140.
Florence Voight, $1,140.

Elevator Operators.
Oscar Carlson, $1,320.
Fred W. Klineman, $1,320.
Clyde D. Middleton, $1,320.
Albin E. Moche, $1,320.
Charles Newman, $1,320 (Temp.).
Bruce Reeder, $1,320.
Michael J. Sheridan, $1,320.
George D. Wedel, $1,320.

Window Washers.
John McKay, $1,320.
Otto Newman, $1,320.
Axel F. Olson, $1,320.

Watchmen.
Christian Ullrich, $1,620.
Patrick Joyce, $1,440 (Temp.).
Ernst Grabe, $1,380.

Marble Cleaners.
Dominick Carsello, $1,320.
Alessandro Farroli, $1,440.

Coat Room Attendant and Porter.
Walter R. King, $900 (Temp.).

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
CHARLES E. SCHICK,
Committee on Administration.

CHICAGO, Jan. 26, 1920.

Director Healy moved that the Board concur in the recommendations.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

3. That the following statements of estimated receipts and expenditures be made the budget for the year 1920:

ESTIMATED RECEIPTS 1920.

Library Fund:

Balance December 31, 1919	$ 68,422.01
Miscellaneous receipts	7,500.00
Interest on cash balance, City Treasurer	1,000.00
Taxes 1918 and prior	3,500.00

Taxes 1919:		
5⅓ cents on each one hundred dollars of equalized assessed valuation *estimated* $1,656,000,000.00	$883,200.00	
Less loss and costs estimated at 6%	53,000.00	830,200.00
Fines for retention of books		35,000.00
		945,622.01
Trust Funds:		
Kelly Fund:		
Balance December 31, 1919	153.08	
Income from investments and bank interest	10,901.25	11,054.33
Ryder Fund:		
Balance December 31, 1919	94.03	
Income from investments	410.00	504.03
Beecher Fund:		
Balance December 31, 1919	87.54	
Income from investments	90.00	177.54
Jackson Fund:		
Balance December 31, 1919	213.82	
Income from investments	52.00	265.82
Grand total		$957,623.73

ESTIMATED EXPENDITURES, 1920.

A B	Salaries, main library and branches	$556,000.00
C	Salaries, deposits and delivery stations	15,000.00
D	Delivery stations, miscellaneous	8,000.00
E	Branches	22,000.00
F	Books	100,000.00
G	Binding	45,000.00
H	Finding lists	3,000.00
I	Printing and stationery	15,000.00
J	Newspapers and periodicals	12,500.00
K	Miscellaneous expense	7,000.00
L	Fuel (main)	20,000.00
M	Heating and generating plant	1,500.00
N	Electrical supplies and repairs	1,200.00
O	Elevator supplies and repairs	1,000.00
P	Janitor's expense	1,600.00
Q	Furniture and fixtures	5,000.00
R	Insurance	3,000.00
S	Freight and expressage	500.00
T	Postage	3,500.00
U	Books lost and paid for—refunds	800.00
V	Repairs, alterations and improvements	20,000.00
V–1	Branch building	114,000.00
W	Interest	1,000.00
	Total from Library Fund	956,600.00
	Less salaries for employés Kelly Branch	11,000.00
		$945,600.00

Trust Funds:

Kelly Fund Income:		
To apply on payment of salaries of employés at Kelly Branch Library (included in above estimates for salaries)	$11,054.33	
Ryder Fund Income:		
For books (arts and crafts)	504.03	
Beecher Fund Income:		
For books (music)	177.54	
Jackson Fund Income:		
For books (raised print)	265.82	
Total from Trust Funds		12,001.72
Grand total		$957,601.72

Director Tollkuehn moved that the recommendation be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

Director Shutter, Chairman of the Administration Committee, reported that one West Park bond in the amount of $1,000.00 matured January 1st inst., and recommended, on behalf of the Committee, that the Secretary be authorized to purchase one $1,000.00 City of Chicago 4% bond on a 4.75% basis.

Director Shutter moved that the Board concur in the recommendation.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn, Sproul and the President—7.

Nays—None.

The President, Director Barr, stated that the proposed article for the new constitution of Illinois entitled "City of Chicago" was to be submitted to a discussion before the Constitutional Convention this week and suggested the advisability of having the Board represented at any hearings that may be held in connection therewith.

Director Beroth moved that the President and Secretary of the Board be appointed a Special Committee to represent the Board in matters pertaining to the new constitution.

Carried.

On motion of Director Shutter, the Board adjourned.

A. L. Wilson

Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, FEBRUARY 9, 1920.

OFFICIAL RECORD.

There were present when the Board was called to order, the President, Director Barr, in the chair, and Directors Healy, Schick, Tollkuehn and McLaughin.

Absent — Directors Shutter, Beroth, Cuneo and Sproul.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held January 26, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

The following communication was received and ordered placed on file:

CHICAGO, February 9, 1920.

To the Honorable Board of Directors, The Chicago Public Library.

Gentlemen: — The members of the Staff of the Chicago Public Library hereby express their unanimous and heartfelt appreciation for the action of your Honorable Board in the granting of a general increase in salaries. They ask your Honorable Board to accept this expression of their sincere gratefulness, together with renewed assurance of their loyalty.

Respectfully submitted,

THE STAFF OF THE CHICAGO PUBLIC LIBRARY.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by

the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1117 vols., (2 pamphlets)	$1356.00
Deposit Collection:	951 vols.,	1230.00
Branch Collection:	1026 vols.,	1317.00
High School Collection:	46 vols.,	62.00
Thomas Hughes Collection:	12 vols.,	13.00
School Deposit Collection:	10 vols.,	16.00
Rental Collection:	87 vols.,	125.00
Ryder Collection:	18 parts,	18.00
	3249 vols., (18 parts, 2 pam.)	$4137.00
Periodicals for Trumbull Park Traveling Library for year 1920:		$29 00

It is also recommended that a list of miscellaneous bills herewith submitted, amounting to $72.30, be paid from the incidental fund.

Your Committee further recommends the installation of the following Deposit Stations in business houses:

Foley & Co., 2835 Sheffield avenue.

Goodman Mfg. Co., 4834 S. Halsted street.

Kuppenheimer & Co., Bloomingdale Road and Lincoln street.

Hart, Schaffner & Marx, Tripp avenue and Arthington street.

Also, a Special Deposit at the Ruth Club, 6001 Indiana avenue; also, that the Special Deposit at the Campbell Park Presbyterian Church be changed to a Traveling Library.

Written notice has been received from two of our contract binder firms, Geo. E. Koehler & Son and Brabandt & Valters Book Binding Co., that under the clause of their contracts signed in July, 1919, and expiring June 30, 1920, in which the right is reserved to increase prices after January 1, 1920, they are obliged to increase their prices on library binding by three and four cents per volume respectively. We recommend that these increases be allowed for the balance of the year.

Respectfully submitted,

FRANK F. TOLLKUEHN,
R. J. McLAUGHLIN,
E. W. SPROUL,
Committee on Library.

CHICAGO, Feb. 9, 1920.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin and the President—5.

Nays—None.

Marshall Field & Co., books	$2,276.78
A. C. McClurg & Co., books	327.98
American Library Association, books and subscriptions	95.00
F. Pancer, books	77.09
Rand McNally & Co., books	50.00
James White & Co., books	48.00
A. Kroeb & Co., books and subscriptions.	31.60
Chicago Daily News Co., books	25.60
Poor's Publishing Co., books	25.00
C. V. Ritter, books	21.90
Arthur Dunn, books	10.00
C. Bensinger Co., books	9.00
H. W. Wilson Co., books	6.05
C. S. Hammond & Co., books	6.00
R. R. Bowker & Co., subscriptions	108.50
Standard Statistics Co., subscriptions	30.00
Arrow Publishing Corporation, subscriptions	10.00
Brabandt & Valters Book Binding Co., binding	1,047.80
Burgmeier Book Bindery, binding	753.85
Geo. E. Koehler & Co., binding	592.23
Simpson Book and Music Bindery, binding	542.62
Northwestern Bindery, binding	533.00
John Seybold, marking on backs of books	176.44
Lawrence Laub, binding	155.37
Gane Bros. & Co., paste	11.00
Tucker-Kenworthy Co., printing	97.50
Dwight Bros. Paper Co., paper	78.05
Swigart Paper Co., paper	213.75
Graham Paper Co., paper	68.75
Bradner Smith & Co., paper	24.00
J. W. Butler Paper Co., paper	14.00
Mead & Wheeler Co., cards	147.80
Gaw O'Hara Envelope Co., envelopes	47.98
Max Stern's Sons, printing, etc	117.25
Cameron, Amberg & Co., presswork, etc., cards	33.50
James Watson & Co., printing	33.50
Cantor Printing Co., printing	16.00
Holmes Co., engraving plate and cards	13.00
P. A. Salisbury Schulz Co., dates, ink, etc.	95.25

Geo. E. Cole & Co., stationery	60.47
Ioas Bros., pencils.	57.60
Albert Hancock & Co., paper	31.00
Goodyear Rubber Co., rubber bands	14.50
A. B. Dick Co., ink, paper, etc	9.90
Dennison Mfg. Co., glue, gummed labels, etc	9.09
H. G. Wilson, Sec'y, cash expenditures Jan., 1920	405.83
L. Gould & Co., twine	78.12
	$8,637.65

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Ryder Fund Income Account:

John Crerar Library, books $17.60

Rental Collection:

Marshall Field & Co., books $49.92

Director Sproul entered the room and took his seat.

COMMITTEE ON ADMINISTRATION.

In the absence of the Chairman, Director Schick presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Principal library assistants—Nathan R. Levin, February 10; Pyrrha B. Sheffield, February 8.

Senior library assistant—Gladys Huls, January 21.

Pages — Hymen Allen, January 14; Casimir Zaleweski, January 25.

It is further recommended:

That leaves of absence be granted as follows:

Hattie O'Neal, book repairer, one month from February 1.

Albert Jackson, janitor, two months from December 26.

That the following scale of hourly rates of payment for extra or temporary work of members of the evening force when on duty during day hours, and of the day force, above the grade of pages and messengers, on evening, Sunday and holiday service be adopted, pages and messengers on temporary evening duty to be paid at the rate of one dollar per night in the Circulating Division and one dollar and twenty-five cents in the Reference Division:

	Per hour
Pages (temporary and during first year of employment)	$0.25
Pages (after first year)	.30
Messengers	.30
Junior assistants	.35
Senior assistants	.45
Principal assistants	.55
Head assistants	.65

That overtime rates for engineers, watchmen, janitors, elevator operators and all other branches of the mechanical service be paid at the rate per hour to be computed on their annual salaries as fixed on January 26th ult.

Respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, Feb. 9, 1920.

He, also, presented the bill of the United States Audit Company in the amount of $58.33 for their audit of the books and accounts for the four months ended December 31, 1919, and moved that the bill be ordered paid.

Carried.

He, also, presented the list of vacancies and appointments for January, 1920, which was received and ordered published.

The following is the list:

Ardele A. Agardh, junior library assisant, separated January 25; appointed on probation January 26, $780 per year.

Charlotte E. Aitchison, junior library assistant, appointed on probation January 26, $780 per year.

Hymen Allen, page, resigned January 14.

Margit Arentz, junior library assistant, appointed temp. January 29, $780 per year.

Emanouel Ayoob, page, appointed temp. January 30, twenty-five cents per hour.

Ella Banta, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Elsie H. Barton, junior library assistant, appointed on probation January 26, $780 per year.

Mrs Gertrude Bateman, janitress, appointed temp. January 6, $1020 per year.

Clara S. Bawer, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Kathryn C. Becker, junior library asssistant, resigned January 10.

Helen M. Behm, junior library assistant, appointed on probation January 26, $780 per year.

Wilbur Belter, page, appointed temp. January 27, $600 per year.

Evangeline M Binmore, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Borghild Bjorlykke, junior library assistant, appointed temp. January 26, $780 per year.

Keti Bogusz, janitress, separated January 26.

Alvin Broshkewitz, page, appointed temp. January 19, $600 per year.

Elmer Broshkewitz, page, appointed temp. January 12, $600 per year.

Florence M. Buckley, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Louis Cella, page, separated January 25.

Victoria R. Chiappe, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Joseph Chmatal, page, separated January 8.

Esther M. Cleary, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Dean Clingman, page, appointed temp. January 20, $600 per pear.

Margaret J. Connelly, junior library assistant, appointed on probation January 26, $780 per year.

John Coumbe, page, appointed temp. January 5, twenty-five cents per hour.

John J. Coumbe, page, appointed temp. January 14, twenty-five cents per hour.

Mary U. Courtney, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Catherine Crotty, junior library assistant, separated January 25; appointed on probation January 26, $780 per year

Grace Crowther, junior library assistant, appointed temp. January 26, $780 per year.

Alberta J. Davies, junior library assistant, appointed on probation January 26, $780 per year.

Florence Davison, junior library assistant, resigned January 5.

Samuel Denton, page, appointed temp. January 26, $600 per year.

Antoinette de Roulet, junior library assistant, separated January 25; appointed on probation January 26, $780 per year

Sophie Dick, junior library assistant, appointed temp. January 12, $780 per year.

Birdelle Dudley, junior library assistant, appointed temp. January 26, $780 per year.

George Enke, page, resigned January 5.

Harold Foss, page, separated January 12.

Sylvia Friedberg, junior library assistant, appointed on probation January 26, $780 per year.

Arthur Gauchat, page, appointed temp. January 2, $600 per year.

Phillipine Gosswiller, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Samuel Governale, page, appointed

temp. January 26, twenty-five cents per h ur.

Gladys V Healy, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Herbert Hewitt, page, separated January 1; appointed temp. as junior library assistant January 2, $780 per year.

Max S. Horwitz, page, appointed temp. January 26, $600 per year.

Jessie M. Howes, junior library assistant, separated January 25; appointed on probation January 26; $780 per year.

Helen M. Hubbell, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Gladys Huls, senior library assistant, resigned January 21.

Robert H. Isaacson, page, appointed temp. January 9, $600 per year; separated January 9.

Lewie Jenkins, page, separated January 24.

Alfred R. Johnson, page, separated January 25.

Margaret J. Johnsen, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Max Karton, page, appointed temp. January 14, $600 per year; separated January 16.

Lillian E. Kennedy, junior library assistant, appointed temp. January 16, $780 per year.

Katherine C. Kenyon, junior library assistant, appointed on probation January 26, $780 per year.

Anna N. Killen, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

William Klein, page, separated January 4.

William Krag, page, appointed temp. January 21, $600 per year; separated January 25.

Agnes Krone, junior library assistant, appointed temp. January 7, $780 per year.

Bernice M. LaBarga, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Fred E. Law, page, appointed temp. January 6, twenty-five cents per hour.

Mrs. Addie Lawler, junior library assistant, appointed temp. January 5, $780 per year.

Dena Lew, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Mary Lieberman, junior library assistant appointed temp. January 26, $780 per yerr.

Rose S. Lipschutz, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Nellie M. McKesson, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Ben Marcus, page, separated January 25.

Elsie M. May, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Elizabeth Mazac, junior library assistant, appointed temp. January 5, $780 per year.

Ruth Meagher, junior library assistant, separated January 10.

Mary Meany, junior library assistant, separated January 4.

Hazel Merry, junior library assistant, appointed temp. January 26, $780 per year.

Gladys E. Mitchell, junior library assistant, separated January 10.

Edward J. Moran, page, appointed temp. January 12, $600 per year.

Cornelia F. Morden, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

David L. Nelson, page, appointed temp. January 15, $600 per year.

Julia C. Nelson, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Charles Newman, elevator operator, appointed temp. January 2, $1,200 per year.

Celia Nierenberg, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Mary T. O'Brien, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Marie C. E. O'Malley, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Herbert Parker, page, separated January 18.

Charlotte M. Peebles, junior library as-

sistant, appointed temp. January 12, $780 per year.

Gertrude Peiper, junior library assistant, appointed temp. December 26, $780 per year; separated January 10.

Grace D. Poltrock, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Ardelle Pralle, junior library assistant, separated January 25.

Helena Pullen, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Anna C. Reque, head library assistant, resigned January 10.

Francis Rich, page, appointed temp. January 30, $600 per year.

Leon Ross, page, appointed temp. January 15, $600 per year; separated January 18.

Flaurance Rumry, junior library assistant, appointed on probation January 26, $780 per year.

Frances Ryan, junior library assistant, appointed temp. January 14, $780 per year.

Pearl Sandler, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Margaret V. Saunders, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Mabel Scanlan, junior library assistant, appointed temp. January 12, $780 per year.

Helen B. Schlosser, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Dorothy Schumacher, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Zelma Schwartz, junior library assistant, appointed temp. January 8, $780 per year.

Martha Seewer, junior library assistant, separated January 25; appointed on probation January 26. $780 per year.

Carl Shklar, page, separated January 6.

Kathryn L. Siewers, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Rebecca S. Simon, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Anita Sloan, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Mary A. Smelter, junior library assistant, separated January 25; appointed on probation January 26, $780 per year.

Mabel Smith, junior library assistant, separated January 25.

Louis H. Taxey, page, appointed temp. January 20, $600 per year.

Irene C. Tierney, junior library assistant, separated January 10.

Leonard Walens, page, appointed temp. January 7, $600 per year.

Genevieve E. Wallace, page, separated January 25 to be appointed on probation as junior library assistant January 26, $780 per year.

Bertha C. Ware, junior library assistant, appointed on probation January 26, $780 per year.

Sadie Weingarten, junior library assistant, separated January 10.

Margaret Williams, junior library assistant, appointed temp. January 19, $780 per year.

Sol M. Wolffson, page, appointed temp. January 14, $600 per year.

Herman A. Yates, page, appointed temp. January 27, $600 per year.

Casimir Zalewski, page, resigned January 25.

Ben Zeidman, page, appointed temp. January 15, $600 per year.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin, Sproul and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00

Julius Fuermann, rent, Logan Square Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
Consumers Co., coal, branches	638.77
Commonwealth Edison Co., electric current	299.31
Peoples Gas Light & Coke Co., gas	8.92
Chicago Telephone Co., telephone service	171.94
Chicago Linen Supply Co., laundering towels	72.42
Individual Towel & Cabinet Service Co., clean towel supply	48.76
Toll Brothers Laundry, laundering towels	38.78
Haegele Ice Co., ice	23.40
Cudahy Packing Co., soap powder	15.00
Wm. Dilley, brooms	10.50
Marshall Field & Co., baskets	35.45
Citizens Service Bureau, removing cinders, etc	108.20
Pottinger-Flynn Coal Co., coal	3,302.85
Dearborn Chemical Co., oil	106.02
Gallaher & Speck, machinists labor and material	23.57
Inland Electric Co., elevator, duplex elevator lighting cable	4.73
James S. Kirk & Co., soap powder	59.67
Armour Soap Works, soap powder	47.84
Bullard & Gormley Co., hardware	3.60
G. B. Davidson, insurance	28.12
Economy Pumping Machinery Co., overhauling centrifugal pump	40.50
Gow Plumbing Co., plumbing at Humboldt branch	12.50
G. J. Feldkamp, labor and material repairing steam pipe, branch	8.00
Dahl-Stedman Co., 9th payment on general work, Legler Branch	10,700.00
Alfred S. Alschuler, professional service	1,000.00
Sinclair Refining Co., gasoline	183.36
Standard Oil Co., gasoline	83.00
Valvoline Oil Co., oil	27.80
Chicago Auto Equipment Co., auto accessories	50.69
Republic Truck Co., auto parts	27.95
Splitdorf Service & Sales Co., tools, etc.	11.25
Samuel Harris & Co., torch	10.00
Beckley Ralston Co., automobile accessories	4.35
Wayman & Murphy Co., cushion, etc	9.35
Maypole Garage, auto storage	15.50
John Wojtalewicz, auto storage	6.00
Henry Landgraf, taking down and rehanging station signs	30.00
H. G. Wilson, Sec'y, cash expenditures, Jan., 1920	276.43
	$18,709.53

Director Schick, Chairman, stated that the lease of the Logan Square Branch will expire April 30th prox., that the present quarters are too small and that the Committee had investigated a proposition from the owner of the building in which the branch is now located to remodel the building directly across the street at the corner of Fullerton and Sawyer avenues, install a steam heating plant and make such other changes as may be desired by the Library, giving a floor space of about 2,700 square feet at a rental of $150 00 per month, including heat, and recommended, on behalf of the Committee, that the proposition be accepted.

Director McLaughlin moved that the recommendation be concurred in and that the officers of the Board be authorized to execute a lease for a term of five years.

Carried.

Yeas—Directors Healy, Schick, Tollkuehn, McLaughlin, Sproul and the President—6.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of January, 1920, which was received and ordered published.

The Librarian presented a communication in reference to books withdrawn from circulation by order of the War Department.

The communication was received and ordered published.

The following is the communication:

"Washington, January 30, 1920.

"*Mr. C. B. Roden, Librarian,*
"*Chicago Public Library,*
"*Chicago, Illinois.*

"*Dear Sir:*—Your letter under date of January 21, 1920, to the Adjutant General, U. S. Army, has been referred to this office.

"In reply thereto, beg to advise you that there seems to be no reason why the books in question should not be returned

to the shelves and allowed to circulate in their usual manner.

"Our Intelligence Officer, Central Department, has been requested to advise other public libraries to the same effect.

"Yours truly,
"M. Churchill,
"Brigadier General, General Staff,
"Director of Military Intelligence,
"Assistant Chief of Staff.
"By: D. D. Gregory,
"Lieut.-Colonel, Cavalry."

On motion of Director McLaughlin, the Board adjourned.

A. R. Wilson
Secretary.

REPORT OF LIBRARIAN FOR JANUARY, 1920.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of January was 640,019; for the corresponding month of the previous year 658,644. The circulation was from the following sources:

Central Library	76,573
Branches	396,831
Stations	39,419
Traveling Libraries	97,695
Deposits	26,449
Branch Reference	3,052
	640,019

The following is a summary of the books obtained at the Central Library:

Main Collection	29,577
Open Shelf	34,637
Hughes Room	5,182
Music Room	3,417
Information Desk (Teachers and special cards)	2,105
Books for the Blind	834
Documents	299
Miscellaneous	522
	76,573

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2 714	197	2,911
Austin	13,657	326	13,983

Austin High	6,894	....	6,894
Bessemer Park	6,277	267	6,544
Blackstone	11,742	489	12,231
Burr School	6,338	420	6,758
Butler House	8,757	151	8,908
Cornell Square	4,300	299	4,599
Davis Square	3,320	102	3,422
Douglas Park	16,738	2,260	18,998
Dvorak Park	5,741	75	5,816
Eckhart Park	5,179	739	5,918
Englewood High	4,341	....	4,341
Forestville School	3,605	84	3,689
Fuller Park	5,622	180	5,802
Hamilton Park	7,800	269	8,069
Hamlin Park	5,910	139	6,049
Hardin Square	4,295	142	4,437
Harrison High	5,319	....	5,319
Hebrew Institute	7,170	578	7,748
Holstein Park	6,791	150	6,941
Humboldt	15,791	2,639	18,430
Independence Park	5,558	173	5,731
Kelly	17,906	284	18,190
Kosciuszko	5,542	62	5,604
Lake View High	5,507	....	5,507
Lewis Institute	15,809	608	16,417
Lincoln Center	9,281	297	9,578
Logan Square	11,877	289	12,166
McKinley Park	3,738	104	3,842
Mark White Square	7,118	236	7,354
Marshall High	4,735	379	5,114
Morse School	6,150	417	6,567
Ogden Park	10,593	157	10,750
Palmer Park	4,409	89	4,498
Pulaski Park	4,486	137	4,623
Rogers Park	10,973	174	11,147
Scanlan School	5,698	87	5,785
Senn High	4,522	....	4,522
Seward Park	6,374	361	6,735
Shedd Park	6,701	290	6,991
Sheridan Park	16,903	428	17,331

Sherman Park	7,386	246	7,632
Stanford Park	3,511	118	3,629
Stanton Park	4,601	143	4,744
Sumner School	6,336	252	6,588
Walker	3,993	42	4,035
West North Ave	13,059	333	13,392
West 26th Street	11,376	152	11,528
Woodlawn	22,069	1,061	23,130
Lindblom High	2,319	....	2,319
Total	396,831	16,425	413,256

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	3,970	180	4,150
Argyle	1,043	..	1,043
Armitage	950	75	1,025
Assoc. House	4,006	1,285	5,291
Avondale	2,326	73	2,399
Birchwood	3,894	..	3,894
Center St.	1,179	22	1,201
Cheltenham	1,733	47	1,780
Chicago Ave.	670	187	857
Chicago Lawn	2,783	..	2,783
Cicero Ave	1,138	80	1,218
Cleveland (Dec.)	1,266	217	1,483
(Jan.)	1,244	209	1,453
Colorado	(No report)		
Dauphin Park	1,232	53	1,285
Diversey Ave.	1,275	28	1,303
Dunning	1,911	..	19,11
East Rogers Park	1,465	81	1,546
East Sixty-first St. (Dec.)	745	148	893
(Jan.)	795	129	924
E. Thirty-first St.	1,110	603	1,713
Edison Park	1,458	..	1,458
Fernwood	1,227	..	1,227
Gads Hill	829	..	829
Gage Park	1,486	..	1,486
Grand Ave	1,207	807	2,014
Grand Crossing	1,185	46	1,231
Gresham (Dec.)	785	..	785
(Jan.)	1,434	32	1,466
Hegewisch	1,679	..	1,679
Homan	2,319	325	2,644
Hermosa (Dec.)	1,955	..	1,955
(Jan.)	2,024	..	2,024
Irving Park	844	30	874
Jefferson Park	2,315	..	2,315
Kelvin Grove	492	..	492
Lake View	464	..	464
Lamon Ave	256	...	256
Larrabee St	1,665	820	2,485
Lawndale	2,319	..	2,319
LeMoyne	1,656	122	1,778
Longwood	913	..	913
Madison Street	943	575	1,517
Mayfair	1,178	..	1,178
Montrose	1,712	..	1,712
North Clark St.	683	285	968
Norwood Park	811	..	811
Park Manor	4,341	303	4,644
Ravenswood	2,497	205	2,702
St. Louis	674	57	731
S. Ashland Ave.	1,784	923	2,707
Southport Avenue	910	161	1,071
S. Western Ave.	1,044	470	1,514

Trumbull Park	1,170	..	1,170	West Ravenswood	2,385	208	2,593
Wakeford	2,197	71	2,268	W. Sixty-ninth St. (December)	184	..	184
Washing'nHeights	513	..	513	West Twelfth St.	2,650	2,345	4.995
West Division St.	1,201	..	1,201	Wieboldt	2,663	260	2,923
W. Englewood	446	..	446	Windsor Park	796	..	796
West Harrison St.	1,036	724	1,760	Total	97,695	12,186	109,881
West Pullman	2,630	..	2,630				

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	396,831	16,425	413,256
Traveling Libraries	97,695	12,186	109,881
Business House Libraries	20,698	888	21,586
Special Deposits	5.751	.....	5.751
Branch Reference	3,052	.....	3,052
Total	524,027	29,499	553,526

Of the 39,419 books supplied through the Stations Department, 16,425 were sent to 45 branches and 22,994 to 63 stations. The books supplied for the same month of the preceding year numbered 42,267 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 24,616.

REFERENCE ROOM.

Number of books issued from stacks 26,809

Number of recorded visitors 11,649

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 3,052; reference questions, 968.

ARTS AND CRAFTS ROOM.

Books consulted, 6,295. Visitors, 1,235.

HUGHES ROOM.

Volumes circulated, 5,182; pictures circulated, 2,341; recorded visitors, 3,342. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 5,360; bound newspapers, 458. Visitors, 1,552.

CIVICS ROOM.

Magazines issued, 2,147; directories consulted, 2,697; bound documents used, 1,754; books, 964; pamphlets, 12,705; visitors, 6,595.

STUDY ROOM.

Volumes consulted, 1,800. Visitors, 4,007.

READING ROOM.

Periodicals issued at the counter at Central Library, 12,698. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 104,976.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 6,874; issued in January of the previous year, 8,037.

Number of juvenile cards issued, 1,949; research cards, 6; vacation cards, ..; teachers' cards, 175. The number of three-year cards outstanding is 208,052.

BINDERY DEPARTMENT.

Number of books at binderies January 1, 1920	16,204
Number of books sent to binderies in January, 1920	5,711
Total number of books at binderies in January, 1920	21,915
Number of books received from binderies in January, 1920	5,594
Number of books at binderies January 31, 1920	16,321
Number of books repaired in Library in January, 1920	3,710

GROWTH OF THE LIBRARY.

The total number of volumes in the Library January 31, 1920, was 1,017,207. Received since January 1, 1920, 9,212. Books worn out and discarded since January 1, 1920, 3,308. Books lost and paid for since January 1, 1920, 702. Books found and money refunded since January 1, 1920, 42,

CARL B. RODEN,
Librarian.

CHICAGO, February 9, 1920.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, FEBRUARY 23, 1920.

OFFICIAL RECORD.

This being a legal holiday, no meeting of the Board of Directors of the Chicago Public Library was held.

H. L. Wilson
Secretary.

REGULAR MEETING.

CHICAGO, MONDAY, MARCH 8, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Tollkuehn and McLaughlin.

Absent—Directors Beroth, Cuneo and Sproul.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held February 9, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From the Chicago Window Washers Union, Local 12865, in reference to the scale of wages for window-washers of the Chicago Public Library.

Director Shutter moved that the communication be placed on file.

Carried.

From Henry Barnbroch, Executive Secretary of the Lower North Community

Council, requesting the Board to establish a reading room in the vicinity of North Clark street and Chicago avenue.

Referred to the Committee on Library.

From Wm. C. Wood, Chairman of the Improvement Committee South End Business Men's Association, requesting the Board to transfer the branch library, now located at Palmer Park, to a location on Michigan avenue between 111th and 115th streets.

Referred to the Committee on Library.

The following communication from the Hon. George F. Harding, City Comptroller;

"Office of Comptroller.
"Chicago, Feb. 19, 1920.

"*Mr. H. G. Wilson,*
"*Secretary Public Library.*

"*Dear Sir:*—You are respectfully advised that under the certification of the County Clerk of an assessed valuation of $1,653,171,362, and a rate of 5⅓ cents per $100 for the Public Library, we have credited the Library Fund with $881,691.40 as the proceeds of the taxes of 1919, collectible in 1920, against which we have charged, as a reserve for the loss and cost in the collection of same, $48,493.05, or 5½%.

"Yours truly,
"George F. Harding,
"*Comptroller.*"

Received and ordered published.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	1175 vols.,	$ 901.00
Deposit Collection:	292 vols.,	360.00
Branch Collection:	6555 vols.,	6592.00
High School Collection:	301 vols.,	311.00
Rental Collection:	49 vols.,	73.00
	8372 vols.,	$8237.00

Information has been received that subscription prices of certain popular periodicals are about to be very materially increased, and we have been advised to arrange for subscriptions for the year 1921 at the earliest moment in order to secure the present price. We therefore recommend that this Committee be given full power to order and approve such subscriptions on the basis of a list to be compiled by the Librarian during the coming week.

Respectfully submitted,
FRANK F. TOLLKUEHN,
R. J. MCLAUGHLIN,
Committee on Library.

CHICAGO, Feb. 24, 1920.

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	845 vols., (25 pamphlets)	$ 969.00
Deposit Collection:	1366 vols.,	1369.00
Branch Collection:	1645 vols.,	2336.00
High School Collection:	163 vols.,	275.00
Thomas Hughes Collection:	17 vols.,	8.00
Rental Collection:	37 vols.,	42.00
	4073 vols.,	$4999.00
Special periodical subscriptions:		$490.50

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $46.49, be paid from the incidental fund.

It is further recommended that Deposit Stations be installed in business houses:

J. W. Butler Paper Co., 223 Monroe street.

Swift & Co., Union Stock Yards.

Also a Traveling Library at Samaritan Settlement House, in charge of Miss Margaret Lindesmith, at 2601 W. Superior street.

Respectfully submitted,

FRANK F. TOLLKUEHN,
ROBERT J. MCLAUGHLIN,
Committee on Library.

CHICAGO, Mar. 8, 1920.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

Marshall Field & Co., books	$6,729.20
H. L. Hayward, books	84.00
M. U. Foster, books	25.00
Export Manufacturers of U.S., books	15.00
Exporter's Encyclopædia Co., books	10.00
Frank C. Shipley, books	10.00
Union Directory Co., books	5.00
J. M. Hanson-Bennett Magazine Agency, subscriptions	467.25
Poor's Publishing Co., subscriptions	20.00
A. Kroch & Co., subscription	7.65
Brabandt & Valters Book Binding Co., binding	2,288.14
Geo. E. Koehler & Co., binding	1,378.04
Burgmeier Book Bindery, binding	929.60
Simpson Book Bindery, binding	632.67
Northwestern Bindery, binding	507.75
Lawrence Laub, binding	494.45
John Seybold, marking on backs of books	152.46
American Job Book Bindery, binding	90.60
Shelp Mfg. Co., gummed muslin	49.00
Old Jumbo Glue Co., liquid glue	28.00
Tucker-Kenworthy Co., printing	98.50
Dwight Bros. Paper Co., paper	84.26
Swigart Paper Co., paper	107.27
Pilcher Hamilton Co., paper	57.50
Bradner Smith & Co., paper	50.75
Gaw O'Hara Envelope Co., envelopes	37.50
Parker, Thomas & Tucker Paper Co., paper	33.00
J. W. Butler Paper Co., paper	15.50
Max Stern's Sons, printing, etc	347.75
Cameron, Amberg & Co., printing, etc	40.95
Mead & Wheeler Co., cards, etc	193.20
Geo. E. Cole & Co., stationery	59.88
Library Bureau, shelf label holders and cards	20.16
Rolle Rubber Co., rubber bands	15.00
Crown Ribbon & Carbon Mfg. Co., carbon paper	11.25
Rockwell-Barnes Co., folders	11.00
Tablet & Ticket Co., letters	10.30
Dennison Mfg. Co., label and fasteners	9.95
Salisbury Schulz Co., dates, rubber stamps	39.70
Gerts, Lumbard & Co., brushes	7.38
H. G. Wilson, Sec'y, casb expenditures Feb., 1920	418.76
	$15,593.37

He, also, presented a bill from Marshal Field & Co. in the amount of $123.82 for books and moved that the bill be ordered paid from the Rental Collection Fund.

Carried.

He, also, presented a proposition to furnish 50,000 printed card pockets, and recommended, on behalf of the Committee, that the order be given to Mead & Wheeler Company on their bid of $4.40 per thousand, this being the lowest bid received.

Director Tollkuehn moved that the recommendation of the Committee be concurred in.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Tollkuehn, McLaughlin and the President—6.

Nays—None.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—Maurice Hamrell, February 10; Frank Sanders, February 10.

Senior Assistant — Julia A. Gerloff, February 25.

It is further recommended that leaves of absence be granted as follows:

Kathryn Siewers, junior assistant, two months from February 11.

Edith Greengard, senior assistant, three months from January 13.

Respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
R. G. SHUTTER.
Committee on Administration.

CHICAGO, Feb. 24, 1920.

He, also, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Senior Assistant—Carrie Schade, February 25.

Junior Assistant—Helena Horstman, February 25.

Book Repairer—Hattie O'Neal, February 29.

Page—Frederick A. Charlson, February 25.

It is further recommended that leave of absence be granted to Olive Pillsbury, head assistant, for two months from March 11.

Respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
R. G. SHUTTER,
Committee on Administration.

CHICAGO, Mar. 8, 1920.

He, also, presented the list of vacancies and appointments for February, 1920, which was received and ordered published.

The following is the list:

Gertrude Bateman, janitress, separated February 10.

Wilbur Belter, page, separated February 2.

Adolph Bergbauer, page, appointed temp. February 18, $600 per year.

Robert Bodden, page, separated February 1.

Elmer Broshkewitz, page, separated February 16.

Vincent Bystry, page, appointed temp. February 2, $600 per year.

Dean F. Clingman, page, separated February 17.

Harry Collins, page, separated February 1.

Christina Copland, janitress, appointed temp. February 1, $45 per month.

John Coumbe, page, separated February 22.

Ethel H. Cromer, senior library assistant, appointed temp. February 24, $1080 per year.

Ella Cronin, junior library assistant, appointed temp. February 4, $780 per year.

Bertha Dahlstrom, junior library assistant, separated February 4.

Samuel Denton, page, separated February 25.

Esther Deutsch, junior library assistant, appointed temp. February 16, $780 per year.

Sarah Earle, junior library assistant, separated February 15.

Israel Ehrlich, page, separated February 1.

Arthur Gauchat, page, separated February 10.

Julia A. Gerloff, senior library assistant, resigned February 25.

Robert Griffin, page, separated February 15.

Esther Guggenheim, junior library assistant, appointed temp. February 2, $780 per year.

Vincent Hackett, page, appointed temp. February 23, $600 per year.

Maurice Hamrell, page, resigned February 10.

Grace Henriksen, junior library assistant, appointed temp. February 9, $780 per year.

John J. Hind, page, appointed temp. February 16, 25 cents per hour.

Robert Hoffman, page, appointed temp. February 16, $600 per year.

Max S. Horwitz, page, separated February 1.

Parker Johnson, page, appointed temp. February 20, $600 per year.

Anna Jones, junior library assistant, appointed temp. February 2, $780 per year.

Patrick Joyce, watchman, separated by death February 20.

Alice Judd, junior library assistant, appointed temp. February 2, $780 per year.

Margaret Kurtz, junior library assistant, appointed temp. February 11, $780 per year.

Nathan R. Levin, principal library assistant, resigned February 10.

Viola McDougall, junior library assistant. separated January 25; appointed on probation January 26, $780 per year.

Harold Modjesky, page, appointed temp. February 11, $600 per year; separated February 25.

Roger E. Morris, page, appointed temp. February 5, $600 per year.

David L. Nelson, page, separated February 6.

Constance Nessler, junior library assistant, appointed temp. February 11, $780 per year.

Charles Newman, elevator operator, separated February 4.

Valborg Oefstedal, junior library assistant, appointed temp. February 2, $780 per year.

Maurice Olchoff, page, appointed temp. February 17, $600 per year; separated February 19.

Hattie O'Neal, book repairer, resigned February 29.

Enrique A. Ortiz, page, appointed temp. February 9, $600 per year; separated February 18.

Howard Pettersen, page, appointed temp. February 9, $600 per year.

Margaret R. Reilly, junior library assistant, appointed on probation February 16, $780 per year.

Catherine Rice, junior library assistant, separated February 6.

Francis Rich, page, separated February 25.

Frank Sanders, page, resigned February 10.

Zelma Schwartz, junior library assistant, separated February 10.

Pyrrha B. Sheffield, principal library assistant, resigned February 8.

Marguerite Sprunger, junior library assistant, appointed temp. February 2, $780 per year.

Louis H. Taxey, page, separated February 1.

Eli Tigay, page, appointed temp. February 13, $600 per year.

Clarence Willison, principal library assistant, separated February 1.

Harry J. Wilson, junior library assistant, separated February 8.

Edward Zakey, page, separated February 8.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved that the Board approve the action of the Committee.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Tollkuehn, McLaughlin, and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — Your Committee on Buildings and Grounds begs leave to report upon several matters left in its hands relating to the Regional Branch building.

Extra charges were allowed for certain alterations in lighting systems, namely: For change in stack lighting, $100; for change in light conduits in charging desks, $368; for stereopticon connection, $37.50; for relocation of telephone, $145. These prices are all understood, both by the architect and by this Committee, to be maximum estimates, and will probably be reduced.

We have also approved acceptance of the bid of Andrew Hoffman of $3050 for the hardware required for the new building, and the bid of the Vermont Marble Company for the Tennessee marble floor in the rotunda at the cost of $5650.

Respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
Committee on Buildings and Grounds.

CHICAGO, Feb. 24, 1920.

He, also, presented the following report of the Committee and moved that the Board approve the action of the Committee.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Since the last meeting of the Library Board your Committee on Buildings and Grounds has authorized the following:

That the Secretary be directed to advertise for proposals for liability and compensation insurance.

That a contract be awarded to Wayman & Murphy Co. for repainting three of the library automobile trucks at a cost of $120.00 each, these proposals being the lowest of three received.

Your Committee requests the approval of the Board on this action.

Respectfully submitted.

CHARLES E. SCHICK,
JAMES J. HEALY,
Committee on Buildings and Grounds.

Mar. 8, 1920.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
Julius Fuermann, rent, Logan Square Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
Consumers Co., coal	371.83
Chicago Telephone Co., telephone service	185.34
Cudahy Packing Co., soap	14.85
A. P. W. Paper Co., toilet paper	77.50
Chicago Linen Supply Co., laundering towels	61.07
Individual Towel & Cabinet Service Co., clean towel supply	42.75
Individual Service Co., package vending machine, etc	33.25
Toll Bros., laundering towels	28.91
Haegele Ice Co., ice	19.58
James S. Kirk & Co., soap	6.85
Eugene Dietzgen Co., blue prints	6.30
Pottinger-Flynn Coal Co., coal	2,525.66
D. J. Gallagher Mfg. Co., waste, etc	38.59

Crane Co., engineers supplies	14.68
Bullard & Gormley Co., hardware	12.71
W. H. Salisbury & Co., tubing	3.40
Citizens Service Bureau, removing cinders, etc.	84.80
Lux Mfg. Co., tungsten lamps	43.80
Inland Electric Co., electric supplies	6.40
Barrett-Christie Co., gredag	10.50
Crescent Brush Works, dusters, etc	88.00
Armour Soap Works, soap	46.98
Remien & Kuhnert Co., sbellac	6.00
Reliable Polishing Cloth Co., cheese cloth	4.00
G. B. Davidson, insurance	42.00
American Mosaic & Terrazzo Co., mosaic	9.15
Garden City Sand Co., cement	5.50
Frank H. Stowell Co., 1st payment general work book stacks	1,200.00
H. Rosenbaum Roofing Co., labor and material repairing domes, etc	363.35
Freeman Sweet Co., installation of lights	175.00
Standard Oil Co., gasoline	204.05
Swinehart Tire & Rubber Co., tires	86.51
Chicago Auto Equipment Co., rubber tires	35.60
Republic Truck Co., automobile parts	27.71
North Side Auto Radiator Works, repairing radiators	26.25
American Bosch Magneto Corporation, repairing magnetos	21.59
Samuel Harris & Co., rivets, etc	5.15
Maypole Garage, auto storage	15.96
John Wojtalewicz, auto storage	6.00
H. G. Wilson, Sec'y, casb expenditures, Feb., 1920	85.35
	$7,207.92

He, also, presented a bill from Dahl-Stedman Company in the amount of $5,000.00, tenth payment on their contract for general work on the Legler Regional Branch Library Building, and moved that the bill be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin, and the President—6.

Nays—None.

REPORTS.

The Librarian presented his statistical report for February, 1920, which was received and ordered published.

NEW BUSINESS.

The President, Director Barr, stated that in the action of the Board giving the Committee on Buildings and Grounds power to act in matters relating to the work on the new regional branch building, no authority had been given for the execution of contracts.

Director Schick moved that the President be authorized to sign such contracts on the recommendation of the Committee on Buildings and Grounds.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, McLaughlin and the President—6.

Nays—None.

On motion of Director Tollkuehn, the Board adjourned.

H. G. Wilson
Secretary.

REPORT OF LIBRARIAN FOR FEBRUARY, 1920.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of February was 618,590; for the corresponding month of the previous year 618,715. The circulation was from the following sources:

Central Library	71,837
Branches	390,882

Stations	37,389
Traveling Libraries	88,840
Deposits	26,220
Branch Reference	3,422
	618,590

The following is a summary of the books obtained at the Central Library:

Main Collection	28,118
Open Shelf	31,837
Hughes Room	5,196
Music Room	3,036
Information Desk	2,014
Books for the Blind	847
Documents	276
Miscellaneous	513
	71,837

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2 634	128	2,762
Austin	13,542	410	13,952
Austin High	7,844	....	7,844
Bessemer Park	6,190	293	6,483
Blackstone	11,696	419	12,115
Burr School	6,158	459	6,617
Butler House	8,087	146	8,233
Cornell Square	4,113	345	4,458
Davis Square	2,756	92	2,848
Douglas Park	14,738	2,170	16,908
Dvorak Párk	5,636	89	5,725
Eckhart Park	5,146	849	5,995
Englewood High	3,943	....	3,943
Forestville School	3,427	83	3,510
Fuller Park	5,123	207	5,330
Hamilton Park	7,752	248	8,000
Hamlin Park	5,658	143	5,801
Hardin Square	4,280	145	4,425
Harrison High	6,549	....	6,549
Hebrew Institute	7,312	421	7,733

Holstein Park	6,963	158	7,121
Humboldt	14,832	2,880	17,712
Independence Park	5,584	173	5,757
Kelly	17,361	290	17,651
Kosciuszko	5,651	48	5,699
Lake View High	6,105	....	6,105
Lewis Institute	14,657	557	15,214
Lincoln Center	9,087	260	9,347
Lindblom High	3,248	...	3,248
Logan Square	12,087	363	12,450
McKinley Park	3,940	101	4,041
Mark White Square	6,556	264	6,820
Marshall High	4,520	359	4,879
Morse School	6,041	377	6,418
Ogden Park	10,306	136	10,442
Palmer Park	4,340	79	4,419
Pulaski Park	4,137	81	4,218
Rogers Park	10,220	130	10,350
Scanlan School	5,093	61	5,154
Senn High	6,843	....	6,843
Seward Park	6,225	416	6,641
Shedd Park	6,514	307	6,821
Sheridan Park	16,675	411	17,086
Sherman Park	8,322	299	8,621
Stanford Park	3,408	101	3,509
Stanton Park	4,523	207	4,730
Sumner School	6,089	312	6,401
Walker	3,863	84	3,947
West North Ave	13,289	341	13,630
West 26th Street	10,865	124	10,989
Woodlawn	20,954	1,132	22,086
Total	390,882	16,698	407,580

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	4,014	213	4,227	Birchwood	3,518	..	3,518
Argyle	1,309	..	1,309	Campbell Park	557	..	557
Armitage	885	68	953	Center St.	808	9	817
Assoc. House	3,597	1,059	4,656	Cheltenham	1,633	43	1,676
Avondale	2,013	73	2,086	Chicago Ave.	665	141	806

Chicago Lawn	2,638	..	2,638
Cicero Ave	1,197	105	1,302
Cleveland	1,439	220	1,659
Colorado (Jan.)	800	79	879
(Feb.)	849	64	913
Dauphin Park	1,190	50	1,240
Diversey Ave	1,263	25	1,288
Dunning	1,688	..	1,688
East Rogers Park	1,286	47	1,333
East Sixty-first St.	851	127	978
E. Thirty-first St.	239	299	538
Edison Park	1,328	..	1,328
Fernwood	1,094	..	1,094
Gads Hill	926	..	926
Gage Park	1,586	..	1,586
Grand Ave	1,203	832	2,035
Grand Crossing	1,076	44	1,120
Gresham	1,275	27	1,302
Hegewisch	1,693	..	1,693
Hermosa	1,776	..	1,776
Homan	2,100	352	2,452
Irving Park	(No report)		
Jefferson Park	2,274	..	2,274
Kelvin Grove	515	..	515
Lake View	583	..	583
Lamon Ave	610	..	610
Larrabee St	1,527	727	2,254
Lawndale	2,139	..	2,139
LeMoyne	1,653	91	1,744
Longwood	948	..	948
Madison Street	879	506	1,385
Mayfair	1,280	..	1,280
Montrose	1,584	..	1,584
North Clark St.	611	284	895
Norwood Park	1,038	..	1,038
Park Manor	4,322	410	4,732
Ravenswood	2,196	187	2,383
St. Louis	663	60	723
S. Ashland Ave	1,672	770	2,442
Southport Avenue	849	150	999
S. Western Ave	892	446	1,338
Trumbull Park	1,241	..	1,241
Wakeford	1,627	101	1,728
Washing'n Heights	531	..	531
West Division St.	1,434	..	1,434
West Harrison St.	971	659	1,630
West Pullman	2,442	..	2,442
West Ravenswood	2,209	160	2,369
West Twelfth St.	2,319	1,919	4,238
Wieboldt	2,475	250	2,725
Windsor Park	860	..	860
Total	88,840	10,597	99,437

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	390,882	16,698	407,580
Traveling Libraries	88,840	10,597	99,437
Business House Libraries	20,452	1,037	21,489
Special Deposits	5,768	.....	5,768
Branch Reference	3,422	.....	3,422
Total	509,364	28,332	537,696

Of the 37,389 books supplied through the Stations Department, 16,698 were sent to 45 branches and 20,691 to 62 stations. The books supplied for the same month of the preceding year numbered 38,887 volumes.

The circulation department was open on 22 week days. The daily average week day circulation was 28,118.

REFERENCE ROOM.

Number of books issued from stacks.....26,312
Number of recorded visitors.....11,118

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 3,422; reference questions, 947.

ARTS AND CRAFTS ROOM.

Books consulted, 5,022. Visitors, 1,066.

HUGHES ROOM.

Volumes circulated, 5,196; pictures circulated, 3,419; recorded visitors, 3,674. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 4,510; bound newspapers, 506. Visitors, 1,269.

CIVICS ROOM.

Magazines issued, 1,887; directories consulted, 2,339; bound documents used, 1,304; books, 793; pamphlets, 12,270; visitors, 6,037.

STUDY ROOM.

Volumes consulted, 1,393. Visitors, 3,761.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,299. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 92,460.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 7,485; issued in February of the previous year, 7,824.

Number of juvenile cards issued, 2,536; research cards, 8; vacation cards, ..; teachers' cards, 107. The number of three-year cards outstanding is 217,567.

BINDERY DEPARTMENT.

Number of books at binderies February 1, 1920	16,321
Number of books sent to binderies in February, 1920	9,563
Total number of books at binderies in February, 1920	25,884
Number of books received from binderies in February, 1920	10,526
Number of books at binderies March 1, 1920	15,358
Number of books repaired in Library in February, 1920	6,218

GROWTH OF THE LIBRARY.

The total number of volumes in the Library February 29, 1920, was 1,019,662 Received since January 1, 1920, 17,002; since February 1, 1920, 7,790. Books worn out and discarded since January 1, 1920, 8,211: since February 1, 1920, 4,903. Books lost and paid for since January 1, 1920, 1,181; since February 1, 1920. 479, Books found and money refunded since January 1, 1920, 89; since February 1, 1920, 47.

CARL B. RODEN,
Librarian.

CHICAGO, March 8, 1920.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MARCH 22, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick and Tollkuehn.

Absent—Directors Beroth, Cuneo, McLaughlin and Sproul.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held March 8, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from Mr. Albert H. Miller, Secretary of the Board of Education:

"Board of Education
"Of the City of Chicago.
"Chicago, Feb. 27, 1920.

"*Mr. H. G. Wilson,*
"*Secretary Chicago Public Library,*
"*Chicago.*

"*Dear Sir:*—The Board of Education at its regular meeting held Wednesday, February 25, 1920, adopted a report from the Committee on School Administration recommending that the communication received from you under date of September 23, 1919, in reference to branch libraries be placed on file.

"Very truly yours,
"Albert H. Miller,
"*Secretary.*"

Received and referred to the Special Committee on Branch Libraries in School Buildings.

COMMITTEE ON LIBRARY.

In the absence of a majority of the members of the Committee on Library, Director Tollkuehn moved that the matters in the hands of the Committee be considered in open Board.

Carried.

Director Tollkuehn presented the following schedule of book lists and subscriptions recommended for purchase by the Librarian and moved that the Board concur in the recommendations.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

Main Collection:	362 vols.,	$ 586.00
Deposit Collection:	1391 vols.,	1345.00
Branch Collection:	19,029 vols.,	18,484.00
High School Collection:	223 vols.,	203.00
Rental Collection:	71 vols.,	83.00
	21,076 vols.,	$20,701.00
Special periodical subscriptions		$ 390.00

Director Tollkuehn reported that, in accordance with the authority given the Committee March 8, 1920, to place subscriptions for certain popular periodicals for the year 1921, that subscriptions had been placed for a list of periodicals, aggregating a total of 227 copies at a cost of $490.50, and four additional periodiodicals, aggregating 182 copies at a cost of $390.00 with the J. M. Hanson-Bennett Magazine Agency, and by placing the order at this time the Committee was enabled to save several hundred dollars.

On motion of Director Shutter, the action of the Committee was approved.

Director Tollkuehn also reported that the following communications were in the hands of the Committee for consideration:

From R. A. Pottinger, offering two stores at No. 4019-21 Irving Park boulevard for branch library quarters, together with a recommendation from the Irving Park Woman's Club that the branch library now located at Independence Park be moved to the stores mentioned.

From the South End Business Men's Association, requesting the removal of Palmer Park Branch to a location on Michigan avenue between 111th and 115th streets.

From the Lower North Community Council, recommending the opening of a branch in the vicinity of North Clark street and Chicago avenue.

From the Jewish Educational Alliance, requesting the Board to open a branch in its building, No. 1243 North Wood street.

After consideration of the matter, Director Tollkuehn moved that the various communications be placed on file, and that the Secretary be instructed to notify the parties interested that on account of lack of funds it is impossible for the Board to do anything in the line of extending library service during the present year

Carried.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Pages—Michael Benedetto, March 10; Elmer F. Mueller, March 25; Joseph Smith, March 9.

Junior assistant—Olive C. Enos, March 25.

Senior assistant — Roberta Dreyer, March 25.

It is further recommended:

That leaves of absence be granted as follows:

Sarah J. Kerns, senior assistant, one month from March 16.

Lena O. Sorg, junior assistant, three months from March 11.

Josephine Anderson, janitress, extension of leave for three months from March 11.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Mar. 22, 1920.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, stated that proposals for general liability, compensation, elevator and automobile insurance had been advertised for and that bids were received as follows:

Name	Liability, etc., three years	Automobile three years
G. B. Davidson....	$3381.95	$2172.90
Fred A. Phillips...	5547.15	2822.50
W. S. Raser.....	5130.09	3402.00
R.W. Hyman & Co.	5562.95	4071.00
Rollins, Burdick Hunter Co.....	6126.64	3705.00

Director Schick recommended, on behalf of the Committee, that the insurance be awarded to G. B. Davidson on his proposal; the insurance to be placed with the General Accident Fire and Life Assurance Corporation for a period of three years, and the premium to be paid in equal annual installments.

The recommendation was concurred in as follows:

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

REPORTS.

The Secretary stated that in the estimates for the Public Library fund to be incorporated in the appropriation and tax levy ordinances for 1920 sent to the City Comptroller for transmittal to the City Council December 22, 1919, an error had been made by the Finance Committee of the City Council in the form submitted in its report.

That he had appeared before that Committee last Saturday afternoon and requested that the form be changed to correspond to the original request, and that a further change be made by the separation of the first item, "Maintenance and operation $950,000.00," into two items to read as follows:

Salaries and wages.....	$650,000.00
Maintenance and operation.	300,000.00

This latter request being made at the suggestion and on the advice of Mr. Hornstein, Assistant Corporation Counsel.

Director Healy moved that the Board approve and concur in the action of the Secretary.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

The Secretary presented a statement showing that $151,000.00 of the trust funds of the Board invested in local municipal bonds would mature on or before January 1, 1926, and recom-

mended that advantage be taken of the present price of U. S. Liberty Loan bonds, and that these local municipal bonds be converted into liberty loan bonds.

Director Healy moved that the Board concur in the recommendation and that the matter be referred to the Committee on Administration, together with the President and Secretary, with power to act.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn and the President—5.

Nays—None.

On motion of Director Tollkuehn, the Board adjourned.

A. R. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, APRIL 12, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Tollkuehn and Sproul.

Absent—Directors Beroth, Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held March 22, 1920, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

In the absence of a majority of the Committee, Director Healy moved that matters in the hands of the Committee on Library be considered in open Board.

Carried.

Director Tollkuehn, Chairman, presented the following book lists and subscriptions, recommended by the Librarian, and moved that the lists be approved and ordered purchased.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Main Collection:	1843 vols., (56 pamph.)	$ 2205.00
Thomas Hughes Collection:	11 vols.,	7.00
Branch Collection:	6733 vols.,	7204.00
High School Collection:	304 vols.,	306.00
Deposit Collection:	713 vols.,	783.00
School Deposit Collection:	1165 vols.,	795.00
Ryder Collection:	1 vol.,	9.00
Jackson Collection:	6 vols.,	9.00
Rental Collection:	71 vols.,	82.00
	10,847 vols.,	$11,400.00

Newspaper subscriptions from Jan. 1, 1920, to July 1, 1920	57.60
English periodicals, subscriptions for 1920: £211/13/7	
Ryder Fund: £3/12/-	

He, also, presented a list of miscellaneous bills for books and subscriptions, amounting to $64.17, and moved that the bills be paid from the incidental fund.

Carried.

Director Tollkuehn presented the following schedule of bills and moved that the bills be approved and ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

B. F. Stevens & Brown, subscriptions and books, £282/13/7 (est.)	$1,136.50
Marshall Field & Co., books	8,864.32
Thos. Y. Crowell Co., books	1,223.90
F. Pancer, books	104.72
A. L. A. Publishing Board, books	90.60
H. R. Huntting Co., books	81.24
H. L. Hayward, books	42.00
Yale University Press, books	35.00
A. Kroch & Co., books and subscriptions	27.51
Hudson Book Co., books	14.00
E. P. Dutton & Co., books	13.89
Thomas Publishing Co, books	13 25
National Geographic Society, books	11.00
Benziger Bros., books	9.60
C. V. Ritter, books	9.00
H. W. Wilson Co., books	3.90
Clayton F. Summy Co., books and hinging music	3.65
J. M. Hanson-Bennett Magazine Agency, subscriptions	389.00
Mentor Assn., subscriptions	185.50
R. S. Henshaw, subscriptions	57.60
Pan American Union, subscriptions	40.50
R. R. Bowker Co., books	33.00
Brabandt & Valters Book Binding Co., binding	1,806.75
Geo. E. Koehler & Co., binding	1,260.76
Simpson Book Bindery, binding	653.88
Lawrence Laub, binding	486.09
Northwestern Bindery, binding	484.15
Burgmeier Book Bindery, binding	408.65
John Seybold, gold marking on backs of books	219 23
S. Gulbrandsen Bookbinder, binding	181.25
American Job Book Bindery, binding	125.00
Slade, Hipp & Meloy, gummed muslin	30.00
Gane Bros. & Co., paste	11.00
J. W. Butler Paper Co., paper	251.10
Dwight Bros. Paper Co, paper	158.57
Tucker-Kenworthy Co., printing, etc.	97.50
Max Stern's Sons, printing	319.75
James Watson & Co., printing	164.25
Cameron, Amberg & Co., printing, cutting and blocking paper	137.80
Cantor Printing Co., printing	33.50
Swigart Paper Co., paper	185.36
Bradner Smith & Co., paper	172.22
Gaw O'Hara Envelope Co., envelopes	106.02
Parker, Thomas & Tucker Paper Co., paper	47.25
Library Bureau, cards	23.80
International Time Recording Co., time cards	13.50
Ioas Bros., stationery	185.70
L. Gould & Co., twine	102.40
Crown Ribbon & Carbon Mfg. Co., coupon books, typewriting ribbons	72.00
Geo. E. Cole & Co., stationery	71.08
Rockwell-Barnes Co., folders	24.00
Old Jumbo Glue Co., glue	14.00
City Collector, pay roll forms	13.70
P. A. Salisbury Schulz Co., rubber stamps, ink pads, etc.	12.36
Albert Hancock & Co., paper	11.25
Dennison Mfg. Co., glue and labels	9.60
A. B. Dick Co., paper and dermax	6.25
H. G. Wilson, Sec'y, cash expenditures Mar., 1920	369.83
	$20,659.23

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be approved and be ordered paid from the funds as indicated.

Carried.

Ryder Fund Income Account:

B. F. Stevens & Brown, periodicals, £3/14/4 (est.)	$15.07
Alfred A. Goldschmidt, books	11.75
	$26.82

Rental Collection:

Marshall Field & Co., books	80.70

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignation has been received by your Committee on Administration and its acceptance is recommended with instructions to the Librarian to fill the vacancy by requisition upon the Civil Service Commission:

Goldye Salganick, senior assistant, April 7.

It is further recommended that leave of absence be granted to Harry G. Wilson, page, for one month from March 26.

Respectfully submitted,
R. G. SHUTTER,
JAMES J. HEALY,
C. E. SCHICK,
Committee on Administration.

CHICAGO, April 12, 1920.

Director Shutter, Chairman, reported on behalf of the Committee that a communication from the elevator operators employed by the Board, making a demand for the adoption of the union scale of wages for the elevator operators in the library building, had been received and considered by the Committee.

He recommended, on behalf of the Committee, that beginning April 1, 1920, the elevator operators in the Public Library Building be allowed the same rate of wage paid in buildings of the same class and under the same regulations as outlined in the agreement between the Building Managers Association and the Elevator Operators and Starters Union, dated April 30, 1918, and as modified by the agreement of April 1, 1920, with the further recommendation that the acceptance by the Board of any agreements, conditions or schedules governing the employment of union labor abrogates all rules of the Board regarding employment, hours, vacations and other privileges.

Director Tollkuehn moved that the Board concur in the recommendations of the Committee.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

He, also, presented the following list of vacancies and appointments for March, 1920, which was received and ordered published.

The following is the list:

Harold Allen, page, appointed temp. March 1, $600 per year; separated March 17.

Emanouel Ayoob, page, separated March 26.

Michael Benedetto, page, resigned March 10.

Marion Berg, junior library assistant, appointed temp. March 29, $480 per year.

Ida Bernstein, junior library assistant, separated March 16.

Phyllis Brophy, junior library assistant, appointed temp. March 8, $780 per year.

Haidee B. Brosseit, junior library assistant, appointed temp. March 3, $780 per year; separated March 10.

Paul Bruneau, page, appointed temp. March 19, twenty-five cents per hour.

Isabel Buckley, junior library assistant, separated March 14.

John Cardia, page, appointed temp. March 4, $600 per year; separated March 20.

Anna Casey, junior library assistant, appointed temp. March 30, $780 per year.

Frederick A. Charlson, page, resigned February 25.

Benjamin Cohler, page, appointed temp. March 23, $600 per year; separated March 31.

Margaret Cooper, junior library assistant, appointed temp. March 11, $780 per year.

Ella Cronin, junior library assistant, separated March 10.

Helen R. Curtis, junior library assistant, separated March 10; appointed on probation March 11, $780 per year.

Hannan DeLacey, page, appointed temp. February 28, $600 per year.

David DeRoches, elevator operator, appointed temp. March 23, $1320 per year.

Paul DeRoulet, page, appointed temp. February 26; $600 per year; separated February 27.

James Derrig, watchman, appointed temp. March 1, $1440 per year.

Sophie Dick, junior library assistant, separated March 25.

Jerry C. Dobias, page, appointed temp. March 22, $600 per year.

Esther Dobrick, junior library assistant, appointed temp March 15, $780 per year; separated March 17.

H. Roberta Dreyer, senior library assistant, resigned March 25.

Carl E. L. Ekman, page, separated March 21.

Angeleta Elward, junior library assistant, appointed temp. March 11, $780 per year; separared March 14.

Olive Enos, junior library assistant, resigned March 25.

Archer Goldstien, page, appointed temp. March 15, $600 per year.

Burton Harrington, page, appointed temp. February 28, $600 per year; separated March 25.

William Hauk, page, appointed temp. February 26, $600 per year.

Grace Henriksen, junior library assistant, separated February 29.

John J. Hind, page, separated March 28.

Helena Horstman, junior library assistant, resigned February 25.

Parker Johnson, page, separated March 21.

Frank A. Jones, auto operator, separated March 2; appointed temp. as auto-caretaker March 3, $1200 per year.

Harvey Jones, auto caretaker. separated March 2; appointed temp. as page March 3, $600 per year; separated March 4.

Helen Kalina, junior library assistant, appointed temp. March 15, $780 per year.

Lucile D. Kapp, junior library assistant, separated March 25.

Paul Klemtner, page, appointed temp. March 27, $600 per year.

Lucille Kruse, junior library assistant, appointed temp. March 1, $780 per year.

Pauline Kurtz, junior library assistant, appointed temp. March 1, $780 per year.

Fred E. Law, page, separated March 10.

Lillian Leavitt, junior library assistant, appointed temp. March 15, $780 per year.

Joseph Levitas, page, appointed temp. March 30, $600 per year.

Mary Lieberman, junior library assistant, separated March 10.

Sadye Lischkoff, junior library assistant, separated March 31.

Albert Mann, page, separated March 28.

Florence Matthews, junior library assistant, appointed temp. March 22, $780 per year.

Rose W. Moberg, junior library assistant: separated March 7.

Dagny Moen, junior library assistant, separated March 7.

Paul M. Montague, page, appointed temp. March 23, $600 per year.

Elmer Mueller, page, resigned March 25.

Jerry Nape, page, separated March 7.

Helen Nordlund, junior library assistant, appointed temp. March 11, $780 per year.

Bernice Norris, junior library assistant, appointed temp, March 29, $780 per year.

Frank E. Oliphant, page, appointed temp. March 26, $600 per year.

Richard O'Shaughnessy, page, appointed temp. March 30, twenty-five cents per hour; separated March 30.

Stephen Pachorek, page, appointed temp. March 1, $600 per year.

Howard Pettersen, page, separated March 25.

Louis Rosenthal, page, appointed temp. March 31, twenty-five cents per hour.

Sidney Salkin, page, appointed temp. March 4, $600 per year; separated March 5.

Arthur Sawers, page, appointed temp March 15, $600 per year; separated March 16.

Carrie Schade, senior library assistant, resigned February 25.

Mason Schweich, page, separated March 15.

Aleksander Skrzypek, page, appointed temp. March 30, twenty-five cents per hour.

Joseph Smith, page, resigned March 9.

Hannah E. Spector, junior library assistant, appointed temp. March 8, $780 per year.

Sarah Strauss, junior library assistant, separated March 15.

Gertrude Sullivan, junior library assistant, appointed temp. March 29, $780 per year.

John Sweeney, page, separated March 25.

Evelyn Tollkuehn, junior library assistant, separated March 25.

Irving Turek, page, appointed temp. March 26, $600 per year.

Arle Waldberg, page, appointed temp. March 20, $600 per year.

Clara Walter, junior library assistant, appointed temp. March 15, $780 yer year.

Hazel Wiborg, junior library assstant, separated February 10.

Peter Wysocki, page, appointed temp. February 28, $600 per year; separated March 4.

Lewis Zavertnik, page, appointed temp. March 29, $600 per year.

Benjamin Zeidman, page, separated March 25.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$190.00
Louis Solomon, rent, Humboldt Branch	185.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150 00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130 00
Julius Fuermann, rent, Logan Square Branch	125 00
F. A. Hill & Co., rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, (R. Dusil, Pres.), rent, W. 26th St. Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
Commonwealth Edison Co., electric current (branches)	562.71
Peoples Gas Light & Coke Co., gas	13.38
Consumers Co., coal	313.57
Chicago Telephone Co., telephone service	152.95
Vaughan's Seed Store, grass seed	3.70
Chicago Linen Supply Co., laundering towels	131.54
Individual Towel & Cabinet Service Co., clean towel supply	50.25
Toll Bros., laundering towels	34.06
Haegele Ice Co., ice	24.28
H. Schulz & Co., pamphlet boxes	75.00
City Collector, elevator inspections	22.00
Pottinger-Flynn Coal Co., coal	2,770.11
Citizens Service Bureau, street sprinkling, removing cinders, etc	108.20
W. H. Salisbury & Co., belting, etc	93.99
John Moloney, repairs to boilers	52.40
O. C. Keckley Co., engineering supplies	35.16
Chas. H Besly & Co, solid oil	6.00
D. J. Gallagher Mfg. Co., waste, etc	35.99
Reliable Polishing Cloth Co., cheese cloth	70.00
Baylis Sanitary Supply Co., cheese cloth	26.00
Builard & Gormley Co., hardware	12.60
Crescent Brush Works, mop handles	12.50
Gaylord Bros., oak charging trays	37.44
G.B. Davidson, general accident, liability, automobile insurance	1,876.62
W. J. Gemeny Co., repairing boiler section	20.24
Standard Oil Co., gasoline	309.15
Valvoline Oil Co., oil	27.03
American Bosch Magneto Corporation, repairing magnetos	31.09
Samuel Harris & Co., machinists supplies	26.57
R. M. Eddy Foundry Co., machinists supplies	24.60
Splitdorf Service & Sales Co., piston rings	22.50
Chicago Auto Equipment Co., automobile accessories	20.50
Porter Co., spark plugs	12 00
Triple Action Spring Co., springs	11.70
R. C. Cook Co., auto parts	5 85
Republic Truck Co., automobile parts	3.90
H. G. Wilson, Sec'y, cash expenditures, Mar., 1920	62.45
	$8,313.04

He, also, presented the following bills in connection with the Legler Regional Branch Library Building:

Dahl-Stedman Co., payment on general contract	$17,000.00
Alfred S. Alschuler, architect, professional services	1,000 00

Director Schick moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

SPECIAL COMMITTEES.

The President, Director Barr, Chairman of the Special Committee on Branch Libraries in School Buildings, reported that the Committee had considered the communication of Mr. Albert H. Miller, Secretary of the Board of Education, stating that the communication from this Board under date of September 23, 1919.

had been placed on file, and presented the following letter, which outlined the matters under consideration, together with the recommendations of the Committee:

Chicago, April 12, 1920.

To the President and Members of the Board of Education, City of Chicago.

Ladies and Gentlemen:—On September 22, 1919, the Board of Directors of the Public Library appointed a special committee of three consisting of the President, Director Barr, and Directors Shutter and McLaughlin, to confer with the Board of Education regarding the maintenance of branch libraries in the high schools of the city, of which there were at that time six, and are now seven, installed and conducted by the Public Library in a corresponding number of public high schools under the jurisdiction of the Board of Education. In response to our request, your Board appointed a similar special committee to meet our committee above named. The two committees met in a conference on November 21, 1919, when the subject matter was presented by our committee and explained by the Librarian of the Public Library and other officials. Your special committee thereupon took the matter under advisement and stated through its chairman, Mr. Hart Hanson, that its decision or recommendation would be conveyed to our Board of Directors in due time. This, however, has not been done. Instead, on February 27th ult., we received an official letter signed by Albert H. Miller, Secretary, stating that the communication in reference to branch libraries had been placed on file. This letter was considered by the Board of Directors at its meeting on March 22d ult., and referred to the above mentioned special committee.

The Library Board regrets that your Honorable Body felt itself impelled to adopt so abrupt a course, and now finds that it is confronted by a situation that presents many difficulties. We ask your indulgence while we recapitulate in detail these difficulties and our views thereon substantially as they were orally presented at the conference of November 21, 1919.

Of the twenty-three high schools in the Chicago system seven have been supplied with high school libraries, viz:

Carter Harrison, Senn, Lake View, Austin, Marshall, Englewood, Lindblom (opened January, 1920).

These high school libraries are organized, installed and administered by the Chicago Public Library. The staff is appointed from employés of the Public Library and all salaries are paid from Public Library funds.

The Public Library also buys all current and new books, all stationery and other supplies, pays for binding and rebinding all books and subscribes for all magazines.

The actual cost to the Public Library of the six high school libraries in operation during the past fiscal year was:

	Harrison	Austin	Senn	Marshall	Lake View and Annex	Englewood
Salaries	$4800.00	$5 100.00	$5040.00	$4360.00	$5700 00	$4860.00
Books	600.00	600.00	600.00	600 00	900.00	600 00
Magazines	229.70	226.50	213 00	188 25	184.75	220.25
Binding	323.83	185.37	117.13	187 62	207.76	106.53
Supplies (est.)	50.00	50.00	50.00	50.00	50 00	50.00
	$6003.53	$6161 87	$6020.13	$5385.87	$7042.51	$5836.78

A total annual expenditure by the Library of $36,450.69 for six high school libraries, or an average of about $6,000 for each.

To equip all of the twenty-three high schools would cost the Public Library at least $140,000 per year.

The Board of Education supplies the space, properly fitted up, the furniture, and heat, light and maintenance.

The Board of Education also buys the reference books—*i. e.*, dictionaries. cyclopædias and similar works according to a list recommended by the Public Library and costing about $1,000. The cost of furniture and the other charges above described, as borne by the Board of Education, are not known to us. The first cost might aggregate $5,000.

The high school libraries are not "*public*" libraries. The public is not admitted.

They are open only during school hours, and are closed on Saturdays and Sundays and on all school holidays and during all school vacations.

They are thus maintained solely for the use and benefit of the high school faculties and students, and cannot reach or minister to more than the actual number of persons enrolled in each school—in all cases less than 3,000 persons for each school.

With the same expenditure of money for staff, books and equipment, but in quarters open to the entire public, the Library is able to serve a very much larger number of people.

The latter class of service is Public Library service; the high school library service is so limited and circumscribed that serious doubts arise as to the propriety of applying *public* library funds to this purpose.

On the other hand, in the high school libraries the Public Library is enabled to reach young people under the best of auspices and at an age when the reading habit can be most effectively directed and crystallized. The sympathetic co-operation of teachers in promoting the use of the Library can be counted upon. The relations formed with the Public Library at this time of life will be of lasting benefit. It is also highly desirable from the standpoint of efficient administration that all library service anywhere in the city should be conducted by or under the auspices of expert librarians and supervised by the Public Library.

On these grounds the Public Library would, therefore, be ready and willing to continue and extend its high school service, but it is financially unable to do so unless it can be assured of a more substantial measure of assistance in meeting the fixed and continuous expenditures than exists under the present arrangement. During the past month the Board of Directors has been obliged, because of the lack of funds, to refuse requests and opportunities for the establishment of library service for the benefit of the citizens at large in various parts of the city where such service is urgently needed. In face of these widespread and legitimate demands the Board feels that it can no longer justify the diversion of an important part of its revenue to the support of library installations of so highly specialized a character as those conducted in the high schools.

Inasmuch as the letter of the Secretary of your Board under date of February 27, 1920, indicates that your Honorable Body has filed our communication without definite action, it therefore becomes necessary for the Board of Directors of the Public Library to give formal notice, which is hereby tendered, that on and after September 1, 1920, the Chicago Public Library will be forced to discontinue to administer and maintain the libraries in the seven public high schools above named. Details as to the disposition of the books and other property of the Public Library in said high schools will be left for future arrangements between the officers of the two Boards.

Copies of this communication are being

sent to the principals of the seven high schools in question in order that ample notice may be taken of this decision.

Our Board has arrived at this conclusion only after long and serious deliberation and deeply regrets the necessity of withdrawing from an arrangement that was entered upon with every prospect of successful co-operation between the two Boards, but which the force of circumstances over which we have no control has now apparently brought to an unavoidable termination.

All of which is respectfully submitted,
On behalf of the Board of Directors of the Chicago Public Library.

H. G. WILSON,
Secretary.

Director Sproul moved that the action of the Committee be approved and that the Secretary be instructed to transmit a copy of the letter to the Board of Education.

Carried.

REPORTS.

The Librarian presented his statistical report for the month of March, 1920, which was received and ordered published.

Director Healy wss excused and left the room.

NEW BUSINESS.

The President, Director Barr, presented the following resolutions:

Whereas, In order to provide funds for the prompt payment of the pay rolls and miscellaneous expenses of the Chicago Public Library, it will be necessary to sell anticipation tax warrants against the library tax levy for the year 1920, therefore be it

Resolved, That the City Council be and is hereby requested to authorize his honor, the Mayor, and the City Comptroller to issue warrants against and in anticipation of the taxes levied by the City of Chicago for the Public Library tax for the year 1920 as shall be needed to meet salaries and current expenses to an amount not exceeding 75 per centum of the total tax lexy for library purposes for said year, and to attach to such warrants interest coupons for interest thereon at a rate not exceeding 6 per centum per annum, payable only out of the taxes against which said warrants shall be drawn when collected.

Director Tollkuehn moved that the resolutions be adopted.

Carried.

Yeas—Directors Shutter, Schick, Tollkuehn, Sproul and the President—5.

Nays—None.

The Secretary stated that he had received a communication from William E. Dever, owner of the building No. 4734-36 N. Racine avenue, in which the Sheridan Branch is located, in reference to a lease for the year beginning May 1st prox.

After discussion, Director Tollkuehn moved that the matter be referred to a special committee with power to act.

Carried.

Yeas—Directors Shutter, Schick, Tollkuehn, Sproul and the President—5.

Nays—None.

The President, Director Barr, appointed the following directors as the special committee:

Directors Schick, Shutter and Tollkuehn.

On motion of Director Sproul, the Board adjourned.

H. G. Wilson
Secretary.

REPORT OF LIBRARIAN FOR MARCH, 1920.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of March was 686,343; for the corresponding month of the previous year 704,065. The circulation was from the following sources:

Central Library	80,977
Branches	433,772
Stations	42,435
Traveling Libraries	93,734
Deposits	30,958
Branch Reference	4,467
	686,343

The following is a summary of the books obtained at the Central Library:

Main Collection	30,364
Open Shelf	37,601
Hughes Room	5,332
Music Room	3,281
Information Desk	2,114
Books for the Blind	1,003
Documents	505
Miscellaneous	777
	80,977

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,917	226	3,143
Austin	14,793	501	15,294
Austin High	9,433	....	9,433
Bessemer Park	8,086	391	8,477
Blackstone	13,054	415	13,469
Burr School	5,775	483	6,258
Butler House	8,884	183	9,067
Cornell Square	4,592	418	5,010
Davis Square	3,077	98	3,175
Douglas Park	15,941	2,972	18,913
Dvorak Park	5,703	132	5,835
Eckhart Park	5,124	965	6,089
Englewood High	5,579	....	5,579

Forestville School	3,737	87	3,824
Fuller Park	4,821	270	5,091
Hamilton Park	8,551	297	8,848
Hamlin Park	5 730	180	5,910
Hardin Square	4,460	125	4,585
Harrison High	8,111	....	8,111
Hebrew Institute	7,313	484	7,797
Holstein Park	7,040	148	7,188
Humboldt	16,056	3,167	19,223
Independence Park	5,862	197	6,059
Kelly	18,553	352	18,905
Kosciuszko	6,002	63	6,065
Lake View High	8,920	....	8,920
Lewis Institute	15,955	730	16,685
Lincoln Center	10,058	415	10,473
Lindblom High	4 333	...	4,333
Logan Square	13,278	419	13,697
McKinley Park	4,213	66	4,279
Mark White Square	7,600	261	7,861
Marshall High	6,456	567	7,023
Morse School	6,642	528	7,170
Ogden Park	11,219	164	11,383
Palmer Park	4,561	145	4,706
Pulaski Park	4,264	111	4,375
Rogers Park	10,885	218	11,103
Scanlan School	6,840	79	6,919
Senn High	10,304	....	10,304
Seward Park	7,086	531	7,617
Shedd Park	7,110	340	7,450
Sheridan Park	18,936	574	19,510
Sherman Park	8,660	395	9,055
Stanford Park	3,700	102	3,802
Stanton Park	4,818	335	5,153
Sumner School	6,911	324	7,235
Walker	4,129	99	4,228
West North Ave	13,568	482	14,050
West 26th Street	11,261	118	11,379
Woodlawn	22,871	1,272	24,143
Total	433,772	20,429	454,201

TRAVELING LIBRARIES.

	Direct	Stations	Total
Albany Park	4,558	240	4,798
Argyle	1,655	..	1,655
Armitage	962	48	1,010
Assoc. House	3,904	954	4,858
Avondale	2,066	73	2,139
Birchwood	4,059	..	4,059
Campbell Park	486	..	486
Center St.	150	3	153
Cheltenham	1,742	47	1,789
Chicago Ave.	706	138	844
Chicago Lawn	2,946	..	2,946
Cicero Ave	1,357	111	1 468
Cleveland	1,563	259	1,822
Colorado	843	68	911
Dauphin Park	1,360	48	1,408
Diversey Ave.	1,292	25	1,317
Dunning	1,864	..	1,864
East Rogers Park	1,407	37	1,444
East Sixty-first St.	812	170	982
Edison Park	1,195	..	1,195
Fernwood	1 265	..	1,265
Gads Hill Center	960	..	960
Gage Park	1,412	..	1 412
Grand Ave.	1,188	848	2,036
Grand Crossing	1,170	36	1,206
Gresham	1 504	43	1 547
Grove	363	291	654
Hegewisch	1,764	..	1,764
Hermosa	272	..	272
Homan	2,133	388	2,521
Irving Park (Feb.)	702	35	737
(Mar.)	819	25	844
Jefferson Park	2 419	..	2,419
Kelvin Grove	439	13	452
Lake View	609	..	609
Lamon Ave	755	..	755
Larrabee St	1,628	752	2 380
Lawndale	2,425	..	2,425
LeMoyne	1,690	151	1,841
Longwood	1,140	..	1,140
Madison Street	1,050	560	1,610
Mayfair	1,255	..	1,255
Montrose	1,666	..	1,666
North Clark St.	549	313	862
Norwood Park	881	..	881
Park Manor	4,616	477	5,093
Ravenswood	2,441	187	2 628
St. Louis	784	69	853
S. Ashland Ave.	1,746	653	2,399
Southport Avenue	947	171	1,118
S. Western Ave.	1,003	519	1,522
Trumbull Park	1,416	..	1,416
Wakeford	1,820	115	1,935
Washing'n Heights	726	..	726
West Division St.	1,516	..	1,516
West Harrison St.	1,059	880	1,939
West Pullman	2,774	..	2,774
West Ravenswood	2,217	185	2,402
West Twelfth St.	2,326	2,036	4,362
Wieboldt	2,459	358	2,817
Windsor Park	899	..	899
Total	93,734	11,326	105,060

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	433,772	20,429	454,201
Traveling Libraries	93,734	11,326	105,060
Business House Libraries	23,413	990	24,403
Special Deposits	7,545	.....	7,545
Branch Reference	4,467	.....	4,467
Total	562,931	32,745	595,676

Of the 42,435 books supplied through the Stations Department, 20,429 were sent to 45 branches and 22,006 to 63 stations. The books supplied for the same month of the preceding year numbered 44,348 volumes.

The circulation department was open on 27 week days. The daily average week day circulation was 25,420.

REFERENCE ROOM.

Number of books issued from stacks... 28,420
Number of recorded visitors..... ...12,053

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 4,467; reference questions, 1,627.

ARTS AND CRAFTS ROOM.

Books consulted, 5,430. Visitors, 1,225.

HUGHES ROOM.

Volumes circulated, 5,321; pictures circulated, 4,367; recorded visitors, 4,214. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted, Patents, 5,240; bound newspapers, 580. Visitors, 1,587.

CIVICS ROOM.

Magazines issued, 2,214; directories consulted, 2,550; bound documents used, 1,588; books, 915; pamphlets, 15,915; visitors, 6,673.

STUDY ROOM.

Volumes consulted, 1,639. Visitors, 4,441.

READING ROOM.

Periodicals issued at the counter at Central Library, 11,137. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 97,961.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 7,779; issued in March of the previous year, 8,119.

Number of juvenile cards issued, 2,552; research cards, 5; vacation cards, ..; teachers' cards, 174. The number of three-year cards outstanding is 216,520.

BINDERY DEPARTMENT.

Number of books at binderies March 1, 1920..... 15,358
Number of books sent to binderies in March, 1920 9,165

Total number of books at binderies in March, 1920	24,523
Number of books received from binderies in March, 1920	8,330
Number of books at binderies April 1, 1920	16,193
Number of books repaired in Library in March, 1920	3,635

GROWTH OF THE LIBRARY.

The total number of volumes in the Library March 31, 1920, was 1,028,297. Received since January 1, 1920, 30,052; since March 1, 1920, 13,050. Books worn out and discarded since January 1, 1920, 3,900: since March 1, 1920, 12,111. Books lost and paid for since January 1, 1920, 1,751; since March 1, 1920, 570, Books found and money refunded since January 1, 1920, 156; since March 1, 1920, 67.

CARL B. RODEN,
Librarian.

CHICAGO, April 12, 1920.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, APRIL 26, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Shutter, Schick, Beroth, Tollkuehn and McLaughlin.

Absent—Directors Healy, Cuneo and Sproul.

MINUTES APPROVED.

On motion of Director Beroth, the reading of the minutes of the regular meeting held April 12, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from Edwin S. Davis, President of the Board of Education, Chicago, which was received and placed on file:

"Board of Education,
"April 15, 1920.

"*Mr. Harry G. Wilson,*
"*Sec'y, The Chicago Public Library.*
"*Chicago, Ill.*

"*My dear Mr. Wilson:*—Your letter of the 12th inst. reached me yesterday. I will present it for consideration at our next meeting of the Board of Education.

"Sincerely yours,
"Edwin S. Davis,
"*President.*"

From J. Garbarino, Secretary and Business Agent of the Marble Mosaic and Terrazzo Workers Union, in reference to the salaries of the marble workers in the employ of the Board.

Referred to the Committee on Administration.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Shutter, Schick, Beroth, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors,
Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following

schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	2276 vols., (20 pamph.)	$ 2244.00
Deposit Collection:	386 vols.,	383.00
Branch Collection:	6088 vols.,	6604.00
High School Collection:	226 vols.,	256.00
Thomas Hughes Collection:	739 vols.,	562.00
Rental Collection:	50 vols.,	60.00
	9765 vols., (20 pamph.)	$10,109.00

We recommend that a temporary arrangement be authorized with the Book Recasing Company of Chicago for a period ending July 1st, next, for reenforcing and resewing both new and used books in their original covers at the following rates:

For sizes up to	9 in.	high	....	$ .28
" "	11	"	....	.32
" "	13	"	....	.36
" "	15	"	....	.40

Respectfully submitted,
FRANK F. TOLLKUEHN,
CARL O. BEROTH,
R. J. MCLAUGHLIN,
Committee on Library.

CHICAGO, Apr. 26, 1920.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Shutter, Schick, Beroth, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Engineer-janitor—Thomas P. Conry, April 23.

Principal assistant—Rosalind L. Lillibridge, May 22.

Page—Harry G. Wilson, April 25.

It is further recommended that leaves of absence be granted as follows:

May Weaymouth, book repairer, four months from June 1.

John Meredith, janitor, six months from April 11.

The following recommendations are reported concerning various matters before this Committee:

That the rate of pay for the carpenter employed by the Library be adjusted to meet the union scale, beginning May 1st.

That the sum of $300 be appropriated to defray expenses of members of the Library staff to be designated by the Librarian for attendance at the convention of the American Library Association at Colorado Springs, June 1st to 7th; also that time off be allowed for attendance at said convention to such members of the staff as may be spared without detriment to the service.

We submit the following scale of hourly rates of payment for extra or overtime work to supersede the scale adopted February 9, 1920:

For members of the evening and holiday staff, when on duty during day hours and on Saturday afternoons from May 1st to October 1st, we recommend payment at the rate per hour computed on their respective annual salaries.

For members of the day staff, when on evening duty and on Saturday after-

noons from May 1st to October 1st, we recommend the following rates:

Pages and messengers (temporary and during first year of employment 25 cents per hour, with a minimum of one dollar per night in the Circulation Division and one dollar and twenty-five cents per night in the Reference Division).

	Per hour
Pages (after first year)	$0.30
Messengers	.30
Junior assistants	.35
Senior assistants	.45
Principal assistants	.55
Head assistants	.65

Overtime rates for engineers, watchmen, janitors, elevator operators and all other branches of the mechanical service to be paid at the rate per hour computed on their annual salaries as fixed on January 26th ult. or subsequently.

It is also recommended that for work on Saturday afternoons by members of the day staff from May to October choice of time off be allowed at the rate of one-half day for each Saturday afternoon on duty, such time off to be taken either as addition to vacation of the current year or at such time as may be arranged for with the Librarian.

We have found that it is very difficult to arrange to release the entire day staff for the Saturday afternoons during these five months without the closest and most cheerful co-operation of the employés who are benefited by this arrangement, namely, the day staff. We must rely upon the latter to respond willingly to calls for help and to accept compensation therefor, whenever possible, in the form of time allowance rather than extra pay, since it is absolutely necessary that the payroll expenditures be kept within the appropriation. We must rely upon the employés themselves to make a continuance of the summer Saturday half-holiday possible.

Respectfully submitted,
R. G. SHUTTER,
C. E. SCHICK,
Committee on Administration.

CHICAGO, Apr. 26, 1920.

He, also, presented the following report of the Committee and moved that the action of the Committee be approved.

Carried.

Yeas—Directors Shutter, Schick, Beroth, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors,
The Chicago Public Library.

Gentlemen:—As a final report upon the communication received from the elevator operators, the Committee desires to state that a new arrangement of the working schedule has been made by which the elevator staff has been reduced from seven to five men. Elevators will be run as follows:

South Entrance.
One car from 9 a. m. to 8:30 p. m.
One car from 11:30 a. m. to 5:30 p. m.

North Entrance.
One car from 9 a. m. to 10 p. m.

Service Elevators.
East car from 2 to 4 p. m.
West car from 8:15 a. m. to 5:30 p. m.

Sundays and Holidays.
One car from 9 a. m. to 6 p. m.

This rearrangement results in a saving in salaries which was imperative in order to meet the demands of the men for the union wage scale, and, we believe, accomplishes this saving with the least possible inconvenience to the public.

Respectfully submitted,
R. G. SHUTTER.
C. E. SCHICK,
Committee on Administration.

CHICAGO, Apr. 26, 1920.

Director Shutter reported informally, on behalf of the Committee, that a conference had been held between the Committee and the window-washers who had left their work March 30, 1920, together with the Chairman of the Grievance Committee of the Federation of Labor and the Business Agent of the Window-washers Union, and recommended that the men be permitted to return to work at the Library under the old conditions and salary, and after they had so returned they be allowed to present their grievances for consideration by the Board.

The recommendation was concurred in.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Shutter, Schick, Beroth, Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report on the following renewal of leases for various branch libraries and recommends:

I. That the lease of Lewis Institute Branch, 1943-47 West Madison street, be renewed for a period of three years at a rental of $150.00 per month.

II. That the lease of West Twenty-sixth street branch, 2546 South Homan avenue, be renewed for a period of one year at a rental of $75.00 per month, with the provision that the Board have the privilege of canceling the lease on thirty days notice or at such time as the owners of the building provide more suitable quarters for the branch.

III. That the lease for the premises, Oshkosh and Edison Park avenues, be renewed for a period of one year at a rental of $20.00 per month.

Respectfully submitted,

CHARLES E. SCHICK,
JAMES J. HEALY,
Committee on Buildings and Grounds.

CHICAGO, Apr. 26, 1920.

SPECIAL COMMITTEES.

Director Schick, Chairman of the Special Committee appointed at the last meeting of the Board, presented the following report and moved that the Board concur in the recommendations of the Committee.

Carried.

Yeas—Directors Shutter, Schick, Beroth Tollkuehn, McLaughlin and the President—6.

Nays—None.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Special Committee, to whom was referred, with power to act, the communication from Judge William E. Dever in reference to the leasing of Sheridan Branch, 4734-36 North Racine avenue, reports that after a careful investigation of the matter your Committee decided to accept the proposition made by Judge Dever in his letter of April 9. 1920, and recommends that the officers of the Board be authorized to execute a lease for the premises for a term of one year at a rental of $300.00 per month.

Respectfully submitted,

C. E. SCHICK,
FRANK F. TOLLKUEHN,
R. G. SHUTTER,
Special Committee.

April 26, 1920.

REPORTS.

The Secretary presented the report of the United States Audit Company on its audit of the books and accounts of the Chicago Public Library for the three months ended March 31, 1920, which was received and ordered published.

The following is the report:

Chicago, April 23, 1920.

To the President and Board of Directors,
The Chicago Public Library,
Chicago.

Gentlemen:—In accordance with your instructions, we have audited the books and accounts of the Chicago Public Library for the three months ended March 31, 1920.

We compared the Vouchers with the entries in the Cash Book and Voucher Record, and verified the Receipts from Fines, Books Lost, Deposits, etc., by a comparison with the Branch Library Daily Receipt books and stubs of the Deposit Receipt books.

We proved the footings of all books of original entry and traced the postings therefrom to the General Ledger.

We verified the Cash Account by checking the Bank accounts and counting the Cash in the office.

We inspected and checked the Securities representing the various Investments in the presence of the Secretary, Mr. Wilson, and Director Shutter.

We compared the Receipts, as shown by the City Treasurer, with the amounts as shown on the books of the Library, and found them to be in agreement.

We submit herewith various statements which contain full details of the transactions of the period under audit. Same are correct and in accordance with the books.

Very truly yours,
UNITED STATES AUDIT CO.
WHITNEY B. FLERSHEM,
Certified Public Accountant.

FUNDING BALANCE SHEET, MARCH 31, 1920.

Fund Assets.			
Public Library Fund:			
Balance in hands of City Treasurer			$ 52,765.33
Current and Trust Funds:			
Bonds		$277,727.35	
Certificate of Deposit		182.77	
Cash		6,030.86	
Petty Cash		432.29	
Due Account Accrued Interest		7.20	
Bond Increment		82.68	
Total Current and Trust Funds			284,463.15
Total Assets			$337,228.48
Fund Liabilities.			
Public Library Fund		$ 52,765.33	
Petty Cash		1,000.00	
Current and Trust Funds:			
Kelly Fund	$200,000.00		
Kelly Fund Increment	65,000.00		
Kelly Branch	253.77		
Ryder Fund	10,000.00		
Ryder Fund Income	180.50		

Beecher Fund	2,000.00		
Beecher Fund Income	111.18		
Jackson Fund	1,000.00		
Jackson Fund Income	216.84		
Security Deposits	1,710.05		
Special Deposits	100.00		
Rental Collections	2,890.81		
Total Current and Trust Funds		283,463.15	
Total Fund Liabilities			$337,228.48

LIBRARY FUND—CASH RECEIPTS AND DISBURSEMENTS FOR THE THREE MONTHS ENDED MARCH 31, 1920.

Receipts.		
Taxes 1919	$43,596.72	
Less: Tax Warrants 1919 Redeemed	20,000.00	
		$ 23,596.72
Sale of 1919 Tax Warrants		180,000.00
Interest on Balance with City Treasurer		70.39
Miscellaneous Receipts		13,159 62
Total Receipts		$216,826.73
Add: Balance December 31, 1919		68,422.01
		$285,248.74
Disbursements.		
Salaries: Main Library	$ 76,125.88	
Branches	50,700.28	
Delivery Stations	2,259.01	
Delivery Stations: Miscellaneous	1,578.34	
Branches: Miscellaneous	7,083.17	
Books	20,752.34	
Binding	16,020.78	
Finding Lists	801.28	
Printing and Stationery	3,951.21	
Periodicals	2,347.96	
Miscellaneous Expense	1,337.76	
Fuel	7,995.12	
Heating and Generating Plant	650.77	
Electric Supplies and Repairs	50.20	
Janitors' Expense	74.24	
Furniture and Fixtures	57.14	
Insurance	1,946.74	
Freight and Expressage	37.85	
Postage	796.17	
Books Lost and Paid for—Refunds	158.66	
Repairs, Alterations and Improvements	1,834.24	
Branch Buildings	35,472.90	
Interest on Tax Warrants	65.57	
Janitors' Expense	385.80	
Total Disbursements		232,483.41
Balance on hand March 31, 1920		$ 52,765.33

Current and Trust Funds.

Cash Receipts and Disbursements for the Three Months Ended March 31, 1920.

Receipts.	Total	March	February	January
Accrued Interest	$ 32.68	$ 32.68	$	$ .....
Duplicates	67.50	67.50	.....	.....
Kelly Branch	2,964.08	146.69	5.03	2,812.36
Ryder Fund Income	104.07	32 67	10.00	61.40
Jackson Fund Income	3.02	.....	.....	3.02
Rental Collections	807.57	265.30	243.77	298.50
Secretary's Petty Cash	1,912.69	504 11	682.26	726.32
Miscellaneous	652.25	191.42	186.61	274.22
Finding Lists	109.58	36.00	36.76	36.82
Books Lost and Paid for	1,634.03	535.38	451.80	646.85
Deposits	1,129.10	327.60	376.05	425.45
Fines	10,696.26	3,505.13	3,043.92	4,147.21
Bonds	1,000.00	.....	.....	1,000.00
Beecher Fund Income	23.64	22.83	.....	.81
Total Receipts	$21,136.47	$ 5,667.31	$ 5,036.20	$10,432.96
Add: Cash Balance Dec. 31, 1919	4,833.93	6,560.12	8,202.54	4,833.93
	$25,970.40	$12,227.43	$13,238.74	$15,266.89
Disbursements.				
Treasurer	$13,159.62	$4,335.43	$3,719.09	$5,105.10
Kelly Branch	2,946.07	965.23	1,074 15	906.69
Ryder Fund Income	17.60	.....	17.60	.....
Books	102.84	25.47	52.15	25.22
Branches	76.64	29.19	18.31	29.14
Books Lost and Paid for—Refunds	158.66	66.57	45.77	46.32
Deposits	1,073.85	339.80	363.75	370.30
Delivery Stations—Miscel.	210.52	21.52	15.61	173.39
Freight and Expressage	37.85	3.15	32.23	2.47
Heating and Generating Plant	4.00	3.45	.55	.....
Miscellaneous Expense	127.38	8.30	45.18	73.90
Periodicals	87.58	25.75	36.10	25.73
Postage	796.17	245.36	245.36	305.45
Printing and Stationery	11.32	3.53	7.15	.64
Rental Collections	173.74	123 82	49.92	.....
Bonds	942.80	.....	942 80	.....
Elevator Supplies and Repairs	2.45	.....	2.45	.....
Accrued Interest	7.20	.....	7.20	.....
Janitors' Expense	3.25	.....	3.25	.....
Total Disbursements	$19,939.54	$6,196.57	$6,678.62	$7,064.35
Balance March 31, 1920	$ 6,030.86	$6,030.86	$6,560.12	$8,202.54

Current and Trust Funds—Summary of Balances For the Three Months Ended March 31, 1920.

	January	February	March
Kelly Fund	$200,000.00	$200,000.00	$200,000.00
Kelly Fund Increment	65,000.00	65,000.00	65,000.00
Kelly Branch	2,058.75	989.63	171.09
Ryder Fund	10,000.00	10,000.00	10,000.00
Ryder Fund Income	155 43	88.35	111.18
Beecher Fund	2,000.00	2,000.00	2,000.00
Beecher Fund Income	88.35	147.83	180.50
Jackson Fund	1,000 00	1,000.00	1,000.00
Jackson Fund Income	216.84	216.84	216.84
Security Deposits	1,709 95	1,722.25	1,710.05
Special Deposits	100.00	100.00	100.00
Rental Collections	2,555.48	2,749.33	2,890.81
Incidental Fund (Petty Cash)	1,000.00	1,000.00	1,000.00
	$285,884 80	$285,014.23	$284,380.47
Less: Amount due from City Comptroller for Secretary's Petty Cash Fund	682.26	504.11	432.29
	$285,202.54	$284,510.12	$283,948.18
Made up as follows:			
Bonds—Book Value	$276,784 55	$277,727.35	$277,727.35
Certificate of Deposit	182.77	182.77	182.77
Cash	8,202.54	6,560.12	6,030.86
Accrued Interest	32.68	39 88	7.20
	$285,202.54	$284,510.12	$283,948.18

Reconciliation of Trust Funds March 31, 1920.

Trust Funds:		
Hiram Kelly Bequest	$200,000.00	
William Ryder Bequest	10,000.00	
Jerome Beecher Bequest	2,000.00	
H. W. Jackson Bequest	1,000.00	
Hiram Kelly Increment	65,000.00	
		$278,000.00
Investments:		
Municipal, Liberty Loan, and Surety Bonds Par Value, $278,650.00	$277,727.35	
Certificate of Deposit No. 11787	182.77	
Accrued Interest	7.20	
Bond Increment	82.68	
		$278,000.00

RECONCILIATION OF BANK ACCOUNTS MARCH 31, 1920.

First National Bank:		
Balance per Bank Statement		$8,714.11
Deduct: Outstanding Checks		12.32
Balance per Books		8,701.79
Union Trust Company:		
Balance per Bank Statement	762.55	
Deduct: Outstanding Checks	508.78	
Balance per Books		253.77
Illinois Trust and Savings Bank:		
Balance per Savings Account		508.52
Total Bank Balances		9,464.08
Add: Deposits April 1 to 23, 1920, inclusive:		
First National Bank	2,691.68	
Union Trust Company	6,468.74	
Illinois Trust and Savings Bank	45.00	9,205.42
		18,669.50
Deduct: Withdrawals April 1 to 23, 1920, inclusive:		
First National Bank	4,535.35	
Union Trust Company	5,463.50	
Illinois Trust and Savings Bank	26.63	10,025.48
Balance per Banks March 31, 1920		8,644.02
Add: Cash per Count April 23, 1920	722.02	
Disbursements April 1 to 23, 1920	6,264.55	6,986.57
		15,630.59
Deduct: Receipts April 1 to 23, 1920		9,599.73
Balance per Books March 31, 1920		$6,030.86

NEW BUSINESS.

Director Tollkuehn reported that at the request of the President he had conferred with the owner of the building, No. 4021 West North avenue, in which the West North avenue reading room is located, in reference to the renewal of the lease.

Director Schick moved that the officers of the Board be authorized to execute a lease for the above mentioned premises for a term of one year at a rental of $150.00 per month.

Carried.

Yeas—Directors Shutter, Schick, Beroth, Tollkuehn, McLaughlin and the President—6.

Nays—None.

The Librarian reported that he had received a further request from the citizens of Roseland in reference to the removal of the branch located at Palmer Park to a

location in the vicinity of Michigan avenue and 115th street.

Director McLaughlin moved that the matter be referred to the Committee on Library for investigation and report.

Carried.

The Librarian stated that he had received a proposition for the purchase of a number of duplicate volumes which were of no value to the Library, and asked instructions in regard to the disposal of the same.

Director McLaughlin moved that the sale of duplicate volumes in the Library collection be referred to the Librarian with authority to act.

Carried.

On motion of Director McLaughlin, the Board adjourned.

H. L. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MAY 10, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, and Directors Healy, Schick and Tollkuehn.

Absent — Directors Shutter, Beroth, Cuneo, McLaughlin and Sproul.

No quorum appearing, the Board adjourned to meet Wednesday, May 12, 1920, at five o'clock p. m.

H. G. Wilson
Secretary.

ADJOURNED REGULAR MEETING.

CHICAGO, WEDNESDAY, MAY 12, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Healy, Schick, Beroth, Tollkuehn and Sproul.

Absent—Directors Shutter, Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held April 26, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

The following communication from Chas. E. Gilbert, Acting Secretary of the Board of Education, which was received and placed on file:

"Board of Education
"Of the City of Chicago.
"April 29, 1920.

"*Mr. Harry G. Wilson,*
"*Secretary Chicago Public Library,*
"*Chicago.*

"*Dear Sir:*—The Board of Education at its regular meeting held Wednesday,

April 28, 1920, received your communication relative to branch libraries in the Chicago public schools, and took action directing that the communication be referred to the Committee on School Administration.

"Very truly yours,
"Chas. E. Gilbert,
"*Acting Secretary.*"

From Austin High School Teachers' Council, Lindblom High School Parent Teachers' Association and principals of high schools in which branch libraries have been established, requesting the continuance of branch libraries in high schools.

Referred to the Special Committee on Branch Libraries in School Buildings.

Also the following communication, which was received and ordered published:

"Chicago, May 5, 1920.

"*Mr. Alfred E. Barr,*
"*President Board of Directors,*
"*Chicago Public Library,*
"*Chicago.*

"*My dear Mr. Barr:*—The Chicago Woman's Club plans to unveil the memorial tablet of the Soldiers' and Sailors' Canteen, the ceremony to take place at the Library on the afternoon of June 1st. We will appreciate it very much if the Board of Directors of the Library will be present.

"We hope that you will also be willing to speak for a few moments on this occasion.

"Sincerely yours,
"Grace Dixon."

From William McDade, Business Agent of the Window-Washers Union.

Referred to the Committee on Administration.

From Henry M. Huxley, requesting the Board to install a machine for photostatic reproductions.

Referred to the Committee on Library.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists, recommended by the Librarian and approved by the Committee, and recommended for purchase:

Main Collection:	1027 vols.,	$ 973.00
Thomas Hughes Collection:	8 vols.,	14.00
Branches Collection:	2222 vols.,	1832.00
High School Collection:	218 vols.,	203.00
Deposit Collection:	557 vols.,	615.00
Reserve Collection:	198 vols.,	236.00
Rental Collection:	119 vols.,	143.00
	4349 vols.,	$4016.00

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $81.41, be paid from the incidental fund.

We further recommend that the Secretary be authorized to send a deposit of $1,000 to the Library of Congress for

printed catalog cards required by the several departments.

Respectfully submitted,

FRANK F. TOLLKUEHN,
CARL O. BEROTH,
E. W. SPROUL,
Committee on Library.

CHICAGO, May 12, 1920.

He, also, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

Marshall Field & Co., books	$11,917.42
C. V. Ritter, books	312.10
A. L. A. Publishing Board, books	101.52
F. W. Faxon, books and periodicals	53.47
James R. Gray & Co., books	20.25
F. Pancner, books	19.80
A. Kroch & Co., books and subscriptions	18.65
Martindale Mercantile Agency, books	18.60
H. W. Wilson Co., books	13.50
Russell Sage Foundation, books and subscriptions	12.59
Carnegie Institution of Washington, books	12.00
Library Bureau, books and keys	11.79
Architectural Book Publishing Co., books	9.00
James T. Brown, books	8.00
Bruce Publishing Co., books	7.86
The Socialist Party, books	5.00
Scientific Publisbing Bureau, books	4.50
Standard Statistics, subscription	30.00
Hendrickson Publishing Co., subscription	15.00
J. M. Hanson-Bennett Magazine Agency, subscription	6.00
Brabandt & Valters Book Binding Co., binding	2,726.98
Geo. E. Koehler & Son, binding	1,439.21
Northwestern Bindery, binding	1,093.38
Simpson Book Bindery, binding	935.17
John Seybold, marking on backs of books	203.74
Lawrence Laub, binding	203.70
American Job Book Bindery, binding	131.95
Book Recasing Co., reinforcing books	119.07
Slade, Hipp & Meloy, gummed muslin	45.00
Burgmeier Book Bindery, binding	14.30
Tucker-Kenworthy Co., printing finding lists and bulletins	974.19
Max Stern's Sons, printing	132.75
James Watson & Co., printing	59.00
Thompson & Co., mimeographing	36.80
Parker, Thomas & Tucker Paper Co., paper	177.30
Swigart Paper Co., paper	92.11
Dwight Bros. Paper Co., paper	42.93
J. W. Butler Paper Co., paper	42.52
Pilcher-Hamilton Co., paper	39.52
Bradner Smith & Co., paper	36.37
Gaw O'Hara Envelope Co., envelopes	58.65
Mead & Wheeler Co., cards	13.40
Dennison Mfg. Co, tags	7.75
Geo. E. Cole & Co., stationery	88.80
P. A. Salisbury Schulz Co., rubber stamps, pads, etc	61.40
Albert Hancock & Co., paper	36.80
Rolle Rubber Co., rubber bands	15.00
A. B. Dick Co., paper, etc	13.86
Gerts, Lumbard & Co., brushes	13.20
Rockwell-Barnes Co., paper	11.20
City Collector, pay roll supplies	7.80
Eugene Dietzgen Co., blue prints	5.04
International Time Recording Co., ribbon and repairs to clock	4.13
Hammond Typewriter Co., shuttle	4.00
H. G. Wilson, Sec'y, cash expenditures Apr., 1920	445.05
	$21,929.12

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

Rental Collection:

Marshall Field & Co., books	$165.84

Jackson Fund Income:

American Printing House for the Blind, books	$18.85

He, also, presented a bill in the amount of $1,000.00 for Library of Congress cards, as recommended in the report of the Committee, and moved that the bill be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

COMMITTEE ON ADMINISTRATION.

In the absence of the Chairman, Director Schick presented the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Senior Assistants: May M. Cornwall, May 24; Byrl A. Jörgenson, May 20.

It is further recommended that leave of absence be granted as follows:

Pauline Rothgeb, senior assistant, ten weeks from May 15.

Respectfully submitted,
CHARLES E. SCHICK,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, May 12, 1920.

He, also, presented the list of vacancies and appointments for April, 1920, which was received and ordered published.

The following is the list:

APPOINTMENTS.

Pages (Temp.): Bernard Allen, April 26; Arthur Baer, April 3; Hyman Burman, April 1; Edward Burns, April 12; Frank R. Campbell, April 26; Robert Crabbe, April 13; James F. Creelman, April 2; Edward Dejmek, April 19; John Eckstrom, April 12; William N. Garvey, April 12; Jacob Geier, April 17; Paul J. Hirschfield, April 14; Henry E. Hoffman, April 5; Paul E. Jones, April 21; Harry Kann, April 15; Pierre Lyon, April 16; Kelvin McCann, April 21; David Satin, April 7; Harry Sullivan, April 19; Howard Thompson, April 30; John Vnoucek, April 27; Arthur Weinberg, April 12; Hyman Zaidenberg, April 6; Jacob Zipkoff, April 1.

Junior Assistants (Temp.): Mary A. Biggar, April 26; Iola Cruett, April 22; Edna Novack, April 7; Grace Ruud, April 1; Vera Shonts, April 29; Evelyn Tollkuehn, April 1.

Senior Assistant (Temp.): Mary S. Wilkinson, April 12.

Principal Assistant (Promo.): Eva C. Cella, April 26.

Janitor (Temp.): Peter Miller, April 10.

SEPARATIONS AND RESIGNATIONS.

Pages: Arthur Baer, April 6; Hyman Burman, April 15; Edward Burns, April 15; John Coumbe, April 4; John Cramer, April 13; James F. Creelman, April 25; Hannan DeLacy, April 7; Vincent Dolemba, April 25; John Eckstrom, April 25; Jacob Geier, April 25; Archer Goldstien, April 10; Samuel Governale, April 25; William Hauk, April 10; Henry E. Hoffman, April 10; Paul Klemtner, April 10; M. Montague, April 2; Edward J. Moran, April 15; Roger E. Morris, April 10; Frank E. Oliphant, April 10; Richard Regensburger April 4; Louis Rosenthal, April 2; Harry Rudnick, April 25; Aleksander Skrzypek, April 6; William Smith, April 10: Harry Sullivan, April 20; Irving Turek, April 25; Arle Waldberg, April 4; Harry G. Wilson, April 25; Herman A. Yates, April 25; Jacob Zipkoff, April 9.

Junior Assistants: Margit Arentz, April 2; Marion Berg, April 2; Phyllis Brophy, April 2; Leila Doyle, April 25; Helen Kalina, April 20; Charlotte M. Peebles, April 18; Edna Sarre, April 4; Hannah E. Spector, April 2; Evelyn Tollkuehn, April 3.

Senior Assistant: Goldye Salganick, March 31.

Messenger: Isadore Weissburd, April 18.

Engineer-Janitor: Thomas Conry, April 25.

Elevator Operators: David DeRoches, April 25; Fred W. Klineman, April 25; Albin E. Moche, April 25.

Janitor: Peter Miller, April 15.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$300.00
Louis Solomon, rent, Humboldt Branch	185.00
Lewis Institute, rent, W. Madison Street Branch	150.00

Julius Fuermann, rent, Logan Square Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent, Douglas Park Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
John Makovsky, rent, West North Avenue Branch	90.00
Skola Vojta Naprstek, rent, W. 26th St. Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
Consumers Co., coal	408.99
Commonwealth Edison Co., electric current	241.08
Peoples Gas Light & Coke Co., gas	8.05
Chicago Telephone Co., telephone service	170.04
Chicago Linen Supply Co., laundering towels	131.76
Individual Towel & Cabinet Service Co., clean towel supply	48.75
Toll Bros., laundering towels, etc.	26.49
Haegele Ice Co., ice	26.20
Chicago Mill & Lumber Co., boxes	128.60
Geo. B. Carpenter & Co., canvas and duck	89.33
Pottinger-Flynn Coal Co., coal	415.63
Twin Fire Furnace Co., grate bars for boilers	102.75
Dearborn Chemical Co., oil	80.75
John Mohr & Sons, boiler tubes	61.25
Birch Pump Valve Co., valves	10.00
Gallaher & Speck, machinists labor and material	7.50
L. Gould & Co., brooms, etc.	7.35
Citizens Service Bureau, removing cinders, street sprinkling, etc.	104.40
Lux Mfg. Co., tungsten lamps	45.00
Inland Electric Co., electrical supplies	11.05
West Disinfecting Co., pipe klenzo	9.00
Fuller-Morrisson Co., ammonia	4.30
David E. Kennedy, bulletin board	70.56
R. M. Eddy Foundry Co., castings	21.00
Fred A. Phillips, additional premium	325.30
G.B. Davidson, additional fire insurance on Legler Branch	90.00
Pierce Electric Co., 1st payment electrical work, bookstacks	688.00
Tyler & Hippach, plate glass light	293.98
Standard Oil Co., gasoline	247.40
Valvoline Oil Co., oil	30.77
W. P. Collins & Co., grease	18.00
Swinehart Tire & Rubber Co., rubber tires	120.12
Republic Truck Co., automobile parts	26.74
Stromberg Motor Devices Co., automobile parts	13.36
Samuel Harris & Co., machinists supplies	8.17
American Bosch Magneto Corporation, platinum screws	6.72
Chicago Pulley & Shafting Co., shaft	4.40
Steel Sales Corporation, tubing	3.47
Bullard & Gormley Co., hardware	3.35
John Wojtalewicz, auto storage	6.00
Wayman & Murphy Co., painting and lettering motor truck	120.00
Enameled Steel Sign Co., signs	431.25
John J. McGrath, repainting signs, etc.	50.80
H. G. Wilson, Sec'y, cash expenditures, Apr., 1920	95.04
	$6,162.70

He, also, presented a certificate of the Architect in favor of Paltridge Metal Equipment Company in the amount of $1,500.00, first payment on their contract for bookstacks in the back-number room, and moved that the certificate be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

He, also, presented a certificate from the Architect in the amount of $10,000.00 in favor of Dahl-Stedman Company on their contract for the Legler Regional Branch, and moved that the certificate be ordered paid.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

Director Schick stated that a request had been made by the Dahl-Stedman Company for a payment out of the reserve on their contract and presented a letter from the Architect recommending the payment of $15,000.00.

Director Schick moved, on behalf of the Committee, that upon the receipt of proper waivers, schedules, etc., a payment of $15,000.00 be made to Dahl-Stedman Company.

Carried.

Yeas—Directors Healy, Schick, Beroth, Tollkuehn, Sproul and the President—6.

Nays—None.

REPORTS.

The Librarian presented his statistical report for the month of April, 1920, which was received and ordered published.

NEW BUSINESS.

The Librarian presented a recommendation in reference to the change of location of the Deposit Station in Norwood Park.

The communication was referred to the Committee on Library for report at next meeting of the Board.

The Librarian also presented two communications in reference to high school branches, which was referred to the Special Committee on Branch Libraries in School Buildings.

On motion of Director Sproul, the Board adjourned.

A. H. Wilson
Secretary.

REPORT OF LIBRARIAN FOR APRIL, 1920.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of April was 637,388; for the corresponding month of the previous year, 633,334. The circulation was from the following sources:

Central Library	76,496
Branches	398,134
Stations	38,425
Traveling Libraries	90,720
Deposits	29,640
Branch Reference	3,973
	637,388

The following is a summary of the books obtained at the Central Library:

Main Collection	28,717
Open Shelf	35,292
Hughes Room	5,101
Music Room	2,959
Information Desk	2,427
Books for the Blind	994
Documents	481
Miscellaneous	525
	76,496

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2 990	170	3,160
Austin	14,439	412	14,851
Austin High	6,809	....	6,809

Bessemer Park	7,106	394	7,500
Blackstone	12,261	381	12,642
Burr School	4,310	296	4,606
Butler House	8,704	169	8,873
Cornell Square	4,666	350	5,016
Davis Square	2,629	81	2,710
Douglas Park	16,513	2,742	19,255
Dvorak Park	5,363	127	5,490
Eckhart Park	5,563	756	6,319
Englewood High	3,765	....	3,765
Forestville School	2,900	85	2,985
Fuller Park	4,289	285	4,574
Hamilton Park	8,259	262	8,521
Hamlin Park	5,890	187	6,077
Hardin Square	4,401	140	4,541
Harrison High	5,237	....	5,237
Hebrew Institute	6,956	430	7,386
Holstein Park	6,692	127	6,819
Humboldt	15,364	2,470	17,834
Independence Park	6,203	212	6,415
Kelly	17,393	384	17,777
Kosciuszko	6,021	70	6,091
Lake View High	6,380	....	6,380
Lewis Institute	15,419	740	16,159
Lincoln Center	9,888	341	10,229
Lindblom High	3,004	...	3,004
Logan Square	12,829	399	13,228
McKinley Park	4,381	82	4,463
Mark White Square	7,110	202	7,312
Marshall High	4,420	431	4,851
Morse School	4,934	341	5,275
Ogden Park	10 736	162	10,898
Palmer Park	4,600	117	4,717
Pulaski Park	4 651	112	4,763
Rogers Park	10,355	186	10,541
Scanlan School	3,864	61	3,925
Senn High	7,029	....	7,029
Seward Park	6,125	538	6,663
Shedd Park	7,540	273	7,813
Sheridan	18,681	500	19,181
Sherman Park	8,128	291	8,419

Stanford Park	3,445	110	3,555
Stanton Park	4,921	383	5,304
Sumner School	5,217	195	5,412
Walker	3 897	105	4 002
West North Ave	12,508	426	12,934
West 26th Street	11,603	128	11,731
Woodlawn	21,746	1,145	22,891
Total	398,134	17,798	415,932

TRAVELING LIBRARIES.

	Direct	Stations	Total		Direct	Stations	Total
Albany Park	3610	261	3 871	Jefferson Park	2,308	..	2,308
Argyle	1,184	..	1,184	Kelvin Grove	447	4	451
Armitage	813	48	861	Lake View	640	..	640
Assoc. House	4,022	990	5,012	Lamon Ave	638	..	638
Avondale	2,152	75	2 227	Larrabee St	1,645	870	2,515
Birchwood	4,002	..	4,002	Lawndale	2,415	..	2,415
Campbell Park	438	..	438	LeMoyne	1,654	126	1,780
Cheltenham	1,775	32	1,807	Longwood	971	..	971
Chicago Ave	611	115	726	Madison Street	927	571	1,498
Chicago Lawn	2,864	..	2,864	Mayfair	1,142	..	1,142
Cicero Ave	1,445	103	1,548	Montrose	1,616	..	1,616
Cleveland	1,564	253	1,817	North Clark St	602	334	936
Colorado	675	55	730	Norwood Park	922	..	922
Dauphin Park	1,344	39	1,383	Park Manor	4,338	491	4,829
Diversey Ave	1,206	21	1,227	Ravenswood	2,335	212	2,547
Dunning	1,597	..	1,597	St. Louis	849	69	918
East Fifty-eighth	848	28	876	Samaritan	1,193	..	1,193
East Rogers Park	1,314	44	1,358	S. Ashland Ave	1,625	671	2,296
East Sixty-first St.	655	152	807	Southport Avenue	1 005	151	1,156
Edison Park	1,038	..	1,038	S. Western Ave	901	489	1,390
Fernwood	1,164	..	1,164	Trumbull Park	1,268	..	1,268
Gads Hill Center	1,042	..	1,042	Wakeford	1,582	119	1,701
Gage Park	1,441	..	1 441	Washing'n Heights	646	..	646
Grand Ave	947	627	1,574	West Division St.	1,573	..	1,573
Grand Crossing	989	38	1,027	West Harrison St.	960	816	1,776
Gresham	1,378	48	1 426	West Pullman	2,631	..	2,631
Grove	546	328	874	West Ravenswood	2,292	190	2,482
Hegewisch	1,605	..	1,605	West Twelfth St.	2,394	2,022	4,416
Hermosa	661	1,094	1,755	Wieboldt	2,492	484	2,976
Homan	2,178	471	2,649	Windsor Park	852	..	852
Irving Park	749	34	783	Total	90,720	12,475	103,195

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	398,134	17,798	415,932
Traveling Libraries	90.720	12,475	103,195
Business House Libraries	22,945	917	23,862
Special Deposits	6,695	.....	6,695
Branch Reference	3,973	.....	3,973
Total	522,467	31,190	553,657

Of the 38,425 books supplied through the Stations Department, 17,798 were sent to 45 branches and 20,627 to 61 stations. The books supplied for the same month of the preceding year numbered 39,574 volumes.

The circulation department was open on 26 week days. The daily average week day circulation was 24,515.

REFERENCE ROOM.

Number of books issued from stacks 27,034
Number of recorded visitors 11,412

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 3,973; reference questions, 1,243.

ARTS AND CRAFTS ROOM.

Books consulted, 4,435. Visitors, 1,109.

HUGHES ROOM.

Volumes circulated, 5,101; pictures circulated, 3,401; recorded visitors, 3,306. No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted: Patents, 4,620; bound newspapers, 581. Visitors, 1,498.

CIVICS ROOM.

Magazines issued, 2,285; directories consulted, 2,720; bound documents used, 1,634; books, 1,029; pamphlets, 17,970; visitors, 6,503.

STUDY ROOM.

Volumes consulted, 1,396. Visitors, 3,939.

READING ROOM.

Periodicals issued at the counter at Central Library, 9,829. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 88,797.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 6,801; issued in April of the previous year, 6,142.

Number of juvenile cards issued, 2,424; research cards, 3; vacation cards, 2; teachers' cards, 156. The number of three-year cards outstanding is 217,414.

BINDERY DEPARTMENT.

Number of books at binderies April 1, 1920	16,193
Number of books sent to binderies in April, 1920	7,406
Total number of books at binderies in April, 1920	23,599
Number of books received from binderies in April, 1920	11,321
Number of books at binderies May 1, 1920	12,278
Number of books repaired in Library in April, 1920	5,618

GROWTH OF THE LIBRARY.

The total number of volumes in the Library April 30, 1920, was 1,037,650. Received since January 1, 1920, 43,744; since April 1, 1920, 13,692. Books worn out and discarded since January 1, 1920, 16,164: since April 1, 1920, 4,053. Books lost and paid for since January 1, 1920, 2,013; since April 1, 1920, 262. Books found and money refunded since January 1, 1920, 190; since April 1, 1920, 34.

CARL B. RODEN,
Librarian.

CHICAGO, May 12, 1920.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, MAY 24, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Beroth and Tollkuehn.

Absent—Directors Cuneo, McLaughlin and Sproul.

MINUTES APPROVED.

On motion of Director Tollkuehn, the reading of the minutes of the regular meeting of May 10th and of the adjourned regular meeting held May 12, 1920, was dispensed with and the records thereof as printed were approved.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists, recommended by the Librarian and approved by the Committee, and recommended for purchase:

Main Collection:	848 vols.,	$ 930.00
Deposit Collection:	359 vols.,	325.00
Branch Collection:	2718 vols.,	2763.00
High School Collection:	95 vols.,	93.00
School Deposit Collection:	1812 vols.,	1631.00
Reserve Collection:	5 vols.,	4.00
Picture Collection: 368 pictures		6.00
Rental Fund:	69 vols.,	79.00
Ryder Fund:	3 vols.,	78.00
	5909 vols.,	$5909.00
	(368 pictures)	

Respectfully submitted,
FRANK F. TOLLKUEHN,
CARL O. BEROTH,
Committee on Library.

CHICAGO, May 24, 1920.

Director Tollkuehn, Chairman, reported, informally, on the request for a change in location of the deposit station in Norwood Park, referred to the Committee on Library at the last meeting of the Board, and recommended that the proposition of Mrs. Jessie Temple, No. 6083 Circle avenue, to furnish the necessary room, heat and light and provide the services of an attendant for the sum of $60.00 per month, be accepted.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

He, also, reported back the communication of Henry M. Huxley in reference to the installing of a machine for photostatic reproductions, and stated that on account of the shortage of funds the Committee did not feel warranted in recommending the purchase of this machine, but recommended, on behalf of the Committee, that if the Patent Law Association of Chicago desire to purchase a machine for their use the Board would furnish the necessary space for its operation.

Director Beroth moved to concur in the recommendation of the Committee.

Carried.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Beroth, Tollkuehn and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to recommend:

That the following resignations be accepted, with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Frances M. Cowan, senior assistant, May 26.

Esther Cleary, junior assistant, June 12.

Lottie B. French, book repairer, May 25.

Michael M. Leberstein, page, May 23.

That extensions of leaves of absence be granted as follows:

Olive E. Pillsbury, head assistant, for two months from May 11.

Sara J. Kerns, senior assistant, from April 16 to May 25, inclusive.

That one Grade I position in the Music Room and one Grade I position in the Publications Division be changed to Grade II.

That the Civil Service Commission be requested to call an original entrance examination for Chief of Publications Division, Grade V, and that pending said examination the salary of that position be fixed at $1.800 per annum.

That the schedule of staff allotments in branches as adopted June 9, 1919, be revised to the effect that all branches showing a total circulation of 150,000 volumes or more shall be entitled to branch librarians in Grade V and to one principal assistant in Grade III.

That the Librarian be authorized to assign one Grade III assistant, male, to take charge of shipping, receiving and other necessary clerical work in the shipping room.

That the Civil Service Commission be requested to call a promotional examination for custodian of supplies, Grade II.

That authority be given for temporary appointments pending examinations, as follows:

Grade III, two principal assistants, one with foreign language knowledge, at sixty cents per hour.

Grade IV, one head cataloger, at $1,620 per annum.

That compensation be granted to Helen S. Babcock at the rate of full pay for time lost through illness from November 18, 1919, to May 23, 1920, inclusive.

Respectfully submitted,

R. G. Shutter,
James J. Healy,
C. E. Schick,
Committee on Administration.

Chicago, May 24, 1920

On motion of Director Healy, the Board adjourned.

H. L. Wilson
Secretary.

COPY

BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JUNE 14, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Healy, Shutter, Schick, Tollkuehn and Sproul.

Absent—Directors Beroth, Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held May 24, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Major R. R. Jackson, Alderman from the Second Ward, enclosing a petition for a branch library in the territory bounded by Thirty-first street on the north, Thirty-ninth street on the south, Vernon avenue on the east and State street on the west.

Referred to the Committee on Library.

From Miss Helen S. Babcock, thanking the Board for the action taken in her behalf at its last meeting.

Received and placed on file.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Marshall Field & Co., books	$12,726.36
C. V. Ritter, books	452.72
F. Pancner, books	430.88
A. Kroch & Co., books, etc	254.80
A. L. A. Publishing Board, books	92.23
James R. Gray & Co., books	67.50
Poor's Publishing Co., subscription	45.00
Chicago Association of Commerce, books	45.00
Callaghan & Co., books	18.00
Walter M. Hill, books	15.00
H. W. Wilson Co., books, etc	12.91
Eames Luckett Corporation, books	12.00
Bobbs-Merrill Co., books	10.00
Lawrence C. Woodworth, books	6.00
Gaylord Bros., posters, etc	22.10
J. M. Hanson-Bennett Magazine Agency, subscriptions	521.65

Brabandt & Valters Book Binding Co., binding	1,926.98
Geo. E. Koehler & Son, binding	890.72
Simpson Book Bindery, binding	650.80
Burgmeier Book Bindery, binding	582.45
Northwestern Bindery, binding	523.02
Book Recasing Co., binding	100.00
John Seybold, printing numbers on backs of books	82.38
Slade, Hipp & Meloy, gummed muslin	25.00
Old Jumbo Glue Co., glue	14.00
Tucker-Kenworthy Co., printing	97.50
J. Manz Engraving Co., half tone print	5.10
Swigart Paper Co., paper	136.17
Parker, Thomas & Tucker Paper Co., paper	95.30
Pilcher-Hamilton Co., paper	91.84
Bradner Smith & Co., paper	85.48
Dwight Bros. Paper Co., paper	56.00
J. W. Butler Paper Co., paper	5.25
Max Stern's Sons, printing, etc	238.25
Cameron, Amberg & Co., printing	184.25
James Watson & Co., printing	118.50
Library Bureau, boxes, cards, etc	54.34
Sewell Clapp Envelopes, envelopes	22.26
Rockwell-Barnes Co., clips	21.00
H. W. Ralph & Co., carbon paper	6.00
Geo. E. Cole & Co., stationery	41.10
Rolle Rubber Co., rubber bands	15.00
P. A. Salisbury Schulz Co., rubber stamps, etc	13.00
Gane Bros. & Co., paste	12.50
Hammond Typewriter Co., sbuttle, etc	6.85
A. B. Dick Co., ink and dermax	3.50
H. G. Wilson, Sec'y, cash expenditures May, 1920	529.68
	$21,368.37

He, also, presented the following lists of bills to be paid from special funds and moved that the bills be paid from the funds as indicated.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Rental Collection:

Marshall Field & Co., books	$198.30

Ryder Fund Income:

William Helburn, books	$21.72
Architectural Book Publishing Co., books	9.00
	$30.72

Jackson Fund Income Account:

American Printing House for the Blind, books	$9.25

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library herewith presents the following schedule of book lists, recommended by the Librarian and approved by the Committee, and recommended for purchase:

Main Collection:	1351 vols., (36 pamphlets) (72 pictures)	$1384 00
Thomas Hughes Collection:	15 vols.,	13 00
Deposit Collection:	1810 vols.,	1568.00
Branch Collection:	3227 vols.,	3428.00
High School Collection:	120 vols.,	138.00
Reserve Collection:	3485 vols.,	1761.00
Rental Fund:	179 vols.,	212.00
	10,187 vols., (36 pamphlets) (72 pictures)	$8504.00
Periodicals for Legler Regional Branch, July 1-December 31, 1920.		$294 15
St. Nicholas—91 subscriptions, January-December, 1921,		227.50

Your Committee also recommends that a list of miscellaneous bills herewith submitted, amounting to $101.94, be paid from the incidental fund.

Respectfully submitted,

FRANK F. TOLLKUEHN,
E. W. SPROUL,
Committee on Library.

CHICAGO, June 14, 1920.

COMMITTEE ON ADMINISTRATION.

Director Schick presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Schick,

Tollkuehn, Sproul and the President—6.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Administration begs leave to report that, after a conference on Thursday, May 27th, with members of the Window Washers' and the Marble Workers' Unions relative to salaries, your Committee recommends:

That the salary schedule for windows washers be changed to conform to the present scale in the other branches of the city service, further adjusment to be made to correspond to such action as may be taken in these other branches in the future.

That the salary schedule for marble workers be changed by the addition of $180 per annnm for each person engaged in this work. Both of these changes to be in effect as of May 26, 1920.

We further recommend:

That the salary of one stenographic assistant in the Branch Department be changed to conform to the scale prevailing in other branches of the city service.

That the following resignations be accepted, with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Junior assistant: Anita Sloan, May 25.

Senior assistant: Marguerite McQuillen, June 21.

That leaves of absence be granted as follows:

Leo Callahan, page, from June 26 to September 5.

Julius Mishkin, page, from June 22 to September 5.

Charles Shapiro, page, from June 21 to August 1.

Harrison Wilson, page, from May 26 to August 31.

Cecelia Georgas, junior assistant, from June 1 to July 5.

Viola McDougall, junior assistant, from July 12 to August 31.

Bertha Ware, junior assistant, from July 1 to August 1.

Annie Batchelder, senior assistant, one month from May 17.

Rosella Scofield, senior assistant, from June 24 to November 30.

Eliza Pendry, principal assistant, from June 28 to August 15.

Respectfully submitted,

CHARLES E. SCHICK,
JAMES J. HEALY,
R. G. SHUTTER,
Committee on Administration.

CHICAGO, June 14, 1920.

He, also, presented the list of vacancies and appointments for May, 1920, which was received and ordered published:

Appointments.

Pages (Temp.): Carl Almer, May 29; Harry H. Darling, May 31; Willard Hoffman, May 17; William Kuss, May 12; Milton Klorfine, May 17; Victor Levine, May 24; John Martin, May 3; Harry G. Mitchell, May 14; Walter Nickol, May 27; Joseph Nowak, May 11; David Rotstein, May 6; Henry Ryan, May 26; Israel Schwartz, May 31; Donald Simiz, May 20; James L. Terry, May 11; Oscar Tollar, May 17; Daniel Verder, May 14.

Junior Assistants (Temp.): Nina E. Betz, May 26; Margaret Carlson, May 26; Virginia Fisher, May 20; Frances O'Connell, May 20; Grace Robbins, May 5; Jennie Robinson, May 17; Martha Will, May 4; Lee Zien, May 3.

Senior Assistants (Promo.): Esther Aaron, May 26; Gertrude A. Ahern, May 26; Della M. Anderson, May 26; Dorothy Beglinger, May 26; Helen M. Berkland, May 26; Genevieve A. Bond, May 26; Jennie Clifton, May 26; Lotta Deuter, May 26; Katherine L. Duffey, May 26; Ida Fagen, May 26; Helen C. Griebel, May 26; Alice M. Hannan, May 26; Olive Hartley, May 26; Gertrude G. Hayes, May 26; Helen M. Hermanson, May 26; Edith M. Hunter, May 26; Katherine M. Jardine, May 26; Gertrude I. Jenkins, May 26; Ethel P. Jewell, May 26; Florence E. Kedler, May 26; Selma J. Levinson, May 26; Emma M. Lipschutz, May 26: Bessie MacGill, May

26; Blanche McLaughlin, May 26; Jessie W. Marks, May 26; Mary Meany, May 26; Alma D. Melchior, May 26; Adalina Millar, May 26; Lillian K. Moll, May 26; Ida H. E. Ockenholt, May 26; Amy E. Peck, May 26; Lida M. Pirritte, May 26; Rosella A. Scofield, May 26; Agatha L. Shea, May 26; Mary Sheper, May 26; Alice M. Stenfelt, May 26; Millie Sugerman, May 26; Virginia Teitge, May 26; Adelia E. Thompson, May 26; Wilhelmina Timian, May 26; Katherine J. Voell, May 26.

Principal Assistant (Temp): Clara Von Ende, May 27.

Principal Assistants (Promo.): Florence L. Berg, May 26; Rebecca M. Bond, May 26; Philomena E. Brennan, May 26; Loretta M. Crowe, May 26; Olive Griffith, May 26; Ida B. Johnson, May 26; Helene M. LaBerge, May 26; Edith F. Long, May 26; Daisy I. McHale, May 26; Rebecca McKesson, May 26; Bernadine McLaughlin, May 26; Bessie Markson, May 26; Nellie W. Marlatt, May 26; Faith Mix, May 26; Evelyn W. Morgan, May 26; Sylvia Oakley, May 26; Genevieve O'Leary, May 26; Mary E. Rae, May 26; William R. Renner, May 26; Camille C. Rigali, May 26; Ella M. Saunders, May 26; Jennie M. Smock, May 26.

Head Assistants (Promo.): Elizabeth Barnes, May 26; Gertrude L. Husenetter, May 26; Irma L. Snyder, May 26.

Auto Operator (Temp): Frank A. Jones, May 3.

Elevator Operator (Temp.) David De Roches, May 10.

Janitor (Temp.): Arthur Hamilton, May 11.

Separations and Resignations.

Pages (Temp.): Alvin Broshkewitz, May 17; Robert Crabbe, May 25; Edward Dejmek, May 5; Paul Hirschfield, May 25; Willard Hoffman, May 18; Paul E Jones, May 10; Milton Klorfine, May 22; Vernon LaSalle, May 9; Pierre Lyon, May 2; Harry G. Mitchell, May 28; Stephen Pachorek, May 28; David Rotstein, May 18; David Satin, May 8; Donald Simiz, May 25; James L. Terry, May 28; Merle Thompson, May 29; Eli Tigay, May 25; Oscar Tollar, May 31; Daniel Verder, May 19; John Vnoucek, May 8; Leonard Walens, May 25; Arthur Weinberg, May 19; Hyman Zaidenberg, May 14.

Page (Civil Service): Michael Leberstein, May 23.

Junior Assistants (Temp.): Mary A Biggar, May 25; Virginia Fisher, May 24; Lillian Kennedy, May 31; Addie Lawler, May 25; Frances O'Connell, May 24; Myrtle Scanlan, May 28; Minerva Schroeder, May 16; Theresa Textor, May 10.

Junior Assistant (Civil Service): Anita Sloan, May 25.

Senior Assistants (Civil Service): May Cornwall, May 25; Byrl Jorgenson, May 25.

Principal Assistant (Civil Service): Rosalinde Lillibridge, May 22.

Book Repairer (Civil Service): Lottie B. French, May 25.

Auto Caretaker (Temp.): Frank A. Jones, May 2.

Elevator Operator (Temp.): David De-Roches, May 12.

COMMITTEE ON BUILDINGS AND GROUNDS.

Director Schick, Chairman, presented the following schedule of bills, regularly audited and approved, and moved that the bills be ordered paid.

Carried.

Yeas—Directors Healy, Shutter, Schick, Tollkuehn, Sproul and the President—6.

Nays—None.

Wm. E. Dever, rent, Sheridan Branch	$300.00
Louis Solomon, rent, Humboldt Branch	185.00
John Makovsky, rent, West North Avenue Branch	150.00
Lewis Institute, rent, W. Madison Street Branch	150.00
Julius Fuermann, rent, Logan Square Branch	150.00
Julius H. Isacowitz & Maurice Lewison, rent Douglas Park Branch	150.00
Rogers Park Bank Bldg. Co., rent, Rogers Park Branch	130.00
F. A. Hill & Co., Agents, rent, Austin Branch	100.00
Skola Vojta Naprstek, rent, W 26th St. Branch	75.00
S. J. Christley, rent, Edison Park Branch	20.00
Consumers Co., coal and wood	143.28
Commonwealth Edison Co., electric current	208.98
Peoples Gas Light & Coke Co., gas	5.67

Chicago Telephone Co., telephone service	174.65
H. J. Troch, sprinkling streets in front of branches	9.75
Chicago Linen Supply Co., laundering towels	114.48
Individual Towel & Cabinet Service Co., clean towel supply	46.88
Toll Bros., laundering towels	19.91
Haegele Ice Co., ice	27.12
A. P. W. Paper Co., toilet supplies	102.25
Marshall Field & Co., dust covers	30.00
Citizens Service Bureau, removing cinders and street sprinkling	81.00
Englewood Improvement Assn., flushing street season 1920, Kelly Branch	24.00
Pottinger-Flynn Coal Co., coal	1,125.70
D. J. Gallagher Mfg. Co., waste, etc	56.21
Schaeffer & Budenberg Mfg. Co., charts	7.89
Marquette Electric Engineering Co., rewinding armature, etc	295.00
C. E. Case, electric lamps	76.32
Lux Mfg. Co., tungsten lamps	24.00
Roth Bros. & Co , repairing armature	55.60
Armour Soap Works, soap	83.52
Bullard & Gormley Co., hardware	12.15
Mead & Wheeler Co., desk and book pockets	294.20
William M. Hepburn, book supports	96.50
A. Kroch & Co., typewriter	57.00
Newton & Hoit Co., furniture	28.25
Geo. B. Carpenter & Co., recovering awnings, etc	90.24
E. Baggot Co., plumbing work	84.93
Chas. Gulbranson, labor and material	67.68
DeTamble's Electric Shop, wiring and repairing light	61.50
Berger Mfg. Co., steel shelving, Legler Branch	2,025.00
Standard Oil Co., gasoline	254.65
Valvoline Oil Co., oil	30.52
Chicago Auto Equipment Co., automobile accessories	55.62
American Bosch Magneto Corporation, repairing magnetos, etc	21.29
Gallaher & Speck, machinists labor and material	8.00
Wright Cooler & Hood Mfg. Co., repairing auto part	6.30
John Wojtalewicz, auto storage	6.00
R. H. Buhrke Co., straps	31.50
H. G. Wilson, Sec'y, cash expenditures, May, 1920	395.31
	$7,748.85

REPORTS.

The Librarian presented his statistical report for the month of May, 1920, which was received and ordered published.

The Secretary stated that the contract for supplying coal to the Library building and branches would expire July 1, 1920.

Director Healy moved that the Secretary be authorized to advertise for proposals for supplying either Pocahontas or Franklin County (Illinois) coal for the year beginning July 1st.

Carried.

NEW BUSINESS.

The President, Director Barr, presented the following

MEMORIAL MINUTE.

The Board of Directors of the Chicago Public Library avails itself of the opportunity of its regular meeting to record its sorrow at the death of the Hon. Harry Rubens, a valued citizen of Chicago who served the commonwealth in many important capacities. Not the least among these was his service as a member of this Board, to which he was first appointed in 1879 and reappointed in 1882, completing two full terms of membership in 1885. As Chairman of the Administration Committee, member of the By-Laws and Finance Committees, and finally as President, Mr. Rubens performed his duties conscientiously and with great skill. Upon his retirement in 1885 the Board unanimously adopted resolutions recording their regret and expressing their high appreciation of his official activities.

This Board takes this occasion to repeat the high praise and expressions of esteem then recorded and begs to extend to the family and to the community at large its deep sympathy and recognition of their loss.

Resolved that this Memorial Minute be inscribed in the records and that a copy thereof be transmitted to the family of Mr. Rubens.

Director Tollkuehn moved the adoption of the Memorial Minute.

Carried by rising vote.

On motion of Director Sproul, the Board adjourned.

H. G. Wilson

Secretary.

REPORT OF LIBRARIAN FOR MAY, 1920.

HOME USE OF BOOKS.

The number of books taken from the Library for home use during the month of May was 571,167; for the corresponding month of the previous year, 591,394. The circulation was from the following sources:

Central Library	68,019
Branches	362,713
Stations	33,368
Traveling Libraries	78,070
Deposits	25,385
Branch Reference	3,612
	571,167

The following is a summary of the books obtained at the Central Library:

Main Collection	25,917
Open Shelf	30,780
Hughes Room	4,538
Music Room	2,642
Information Desk	1,962
Books for the Blind	1,029
Documents	555
Miscellaneous	596
	68,019

The circulation from the branches, including volumes supplied through the Stations Department, was as follows:

BRANCHES	DIRECT	STATIONS	TOTAL
Armour Square	2,635	141	2,776
Austin	12,402	391	12,793
Austin High	8,239	....	8,239
Bessemer Park	6,994	333	7,327
Blackstone	11,396	400	11,796
Burr School	4,604	399	5,003
Butler House	7,819	122	7,941
Cornell Square	4,221	387	4,608
Davis Square	2,472	77	2,549
Douglas Park	14,284	2,278	16,562
Dvorak Park	4,369	93	4,462
Eckhart Park	4,667	671	5,338
Englewood High	6,093	....	6,093

Forestville School	2,951	150	3,101
Fuller Park	3 776	166	3,942
Hamilton Park	7,248	287	7,535
Hamlin Park	4,788	156	4,944
Hardin Square	3,598	160	3,758
Harrison High	6,692	....	6,692
Hebrew Institute	6,270	452	6,722
Holstein Park	5,790	127	5,917
Humboldt	12,782	2,002	14,784
Independence Park	5,254	158	5,412
Kelly	15,493	376	15,869
Kosciuszko	5,179	50	5,229
Lake View High	7,867	....	7,867
Lewis Institute	14,014	598	14,612
Lincoln Center	8,695	238	8,933
Lindblom High	3,408	....	3,408
Logan Square	10,919	352	11,271
McKinley Park	3,896	54	3,950
Mark White Square	6,111	112	6,223
Marshall High	5,416	570	5,986
Morse School	5,049	282	5,331
Ogden Park	8,705	130	8,835
Palmer Park	4,111	94	4,205
Pulaski Park	4,440	122	4,562
Rogers Park	9,053	153	9,206
Scanlan School	4,168	58	4,226
Senn High	8,667	....	8,667
Seward Park	5,378	564	5,942
Shedd Park	6,461	226	6,687
Sheridan Park	16,399	546	16,945
Sherman Park	6,592	226	6,818
Stanford Park	3,042	124	3,166
Stanton Park	4,533	316	4,849
Sumner School	4,979	188	5,167
Walker	3,504	61	3,565
West North Ave	10,253	284	10,537
West 26th Street	8,973	80	9,053
Woodlawn	18,064	1,108	19,172
Total	362,713	15,862	378,575

TRAVELING LIBRARIES.

	Direct	Stations	Total
Argyle	1,384	..	1,384
Armitage	576	25	601
Assoc. House	4,195	904	5,099
Avondale	1,734	43	1,777
Birchwood	4,089	..	4,089
Campbell Park	256	..	256
Cheltenham	1,475	35	1,510
Chicago Ave.	521	91	612
Chicago Lawn	2,604	..	2,604
Cicero Ave	984	71	1,055
Cleveland	1,302	207	1,509
Colorado	(No report)		
Dauphin Park	1,271	42	1,313
Diversey Ave.	563	11	574
Drexel	48	78	126
Dunning	1,462	..	1,462
East Fifty-eighth	767	74	841
East Rogers Park	1,365	49	1,414
East Sixty-first St.	580	115	695
Edison Park	820	..	820
Eleanor Soc. Center	850	..	850
Fernwood	966	..	966
Gads Hill Center	905	..	905
Gage Park	1,178	..	1,178
Grand Ave.	1,008	705	1,713
Grand Crossing	1,204	44	1,248
Gresham	1,464	42	1,506
Grove	683	319	1,002
Hegewisch	1,583	..	1,583
Hermosa	952	736	1,688
Homan	460	361	821
Irving Park	693	19	712
Jefferson Park	2,251	..	2,251
Kelvin Grove	290	2	292
Lake View	491	..	491
Lamon Ave	500	..	500
Larrabee St	1,582	859	2,441
Lawndale	2,371	..	2,371
LeMoyne	1,700	159	1,859
Longwood	886	..	886
Madison Street	874	458	1,332
Mayfair	962	..	962
Montrose	1,427	..	1,427
North Clark St.	559	226	785
Norwood Park	824	..	824
Park Manor	3,970	451	4,421
Ravenswood	2,128	176	2,304
St. Louis	738	49	787
Samaritan	1,570	..	1,570
S. Ashland Ave.	1,597	550	2,147
Southport Avenue	905	127	1,032
S. Western Ave.	716	369	1,085
Trumbull Park	1,274	..	1,274
Wakeford	(No report)		
Washing'n Heights	661	..	661
West Division St.	1,192	..	1,192
West Harrison St.	727	636	1,363
West Pullman	2,628	..	2,628
West Ravenswood	1,814	175	1,989
West Twelfth St.	2,614	1,643	4,257
Wieboldt	2,083	366	2,449
Windsor Park	794	..	794
Total	78,070	10,217	88,287

SUMMARY	DIRECT	STATIONS	TOTAL
Branches	362,713	15,862	378,575
Traveling Libraries	78,070	10,217	88,287
Business House Libraries	20,378	850	21,228
Special Deposits	5,007	.....	5,007
Branch Reference	3,612	.....	3,612
Total	469,780	26,929	496,709

Of the 33,368 books supplied through the Stations Department, 15,862 were sent to 45 branches and 17,506 to 60 stations. The books supplied for the same month of the preceding year numbered 36,467 volumes.

The circulation department was open on 25 week days. The daily average week day circulation was 22,847.

REFERENCE ROOM.

Number of books issued from stacks.....26,938

Number of recorded visitors.....11,728

No record was kept of the number of books consulted at or borrowed from the open shelves.

Short Loan Desk: Volumes circulated, 3,612; reference questions, 1,081.

ARTS AND CRAFTS ROOM.

Books consulted, 4,533. Visitors, 1,085.

HUGHES ROOM.

Volumes circulated, 4,538; pictures circulated, 3,603; recorded visitors, 2,545; No record was kept of the number of books consulted at or borrowed from the open shelves.

PATENTS AND BOUND NEWSPAPER ROOM.

Volumes consulted: Patents, 4,270; bound newspapers, 544. Visitors, 1,386

CIVICS ROOM.

Magazines issued, 2,381; directories consulted, 2,932; bound documents used, 1,786; books, 1,121; pamphlets, 19,650; visitors, 6,390.

STUDY ROOM.

Volumes consulted, 1,328. Visitors, 4,452.

READING ROOM.

Periodicals issued at the counter at Central Library, 9,038. No record was kept of the use of periodicals and newspapers on open stands and racks. Total attendance, 69,641.

REGISTRATION.

Number of cards issued on new registrations and re-registrations, 5,568; issued in May of the previous year, 6,143.

Number of juvenile cards issued, 2,009; research cards, 3; vacation cards, ..; teachers' cards, 151. The number of three-year cards outstanding is 217,391.

BINDERY DEPARTMENT.

Number of books at binderies May 1, 1920	12,278
Number of books sent to binderies in May, 1920	3,526
Total number of books at binderies in May, 1920	15,804
Number of books received from binderies in May, 1920	7,628
Number of books at binderies June 1, 1920	8,176
Number of books repaired in Library in May, 1920	2,212

GROWTH OF THE LIBRARY.

The total number of volumes in the Library May 31, 1920, was 1,045,697. Received since January 1, 1920, 56,222; since May 1, 1920, 12,478. Books worn out and discarded since January 1, 1920, 20,072: since May 1, 1920, 3,908. Books lost and paid for since January 1, 1920, 2,626; since May 1, 1920, 601. Books found and money refunded since January 1, 1920, 271; since May 1, 1920, 81.

CARL B. RODEN,
Librarian.

CHICAGO, June 14, 1920.

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BOARD OF DIRECTORS

OF THE

CHICAGO PUBLIC LIBRARY.

REGULAR MEETING.

CHICAGO, MONDAY, JUNE 28, 1920.

OFFICIAL RECORD.

There were present, the President, Director Barr, in the chair, and Directors Healy, Shutter, Tollkuehn and Sproul.

Absent — Directors Schick, Beroth, Cuneo and McLaughlin.

MINUTES APPROVED.

On motion of Director Healy, the reading of the minutes of the regular meeting held June 14, 1920, was dispensed with and the records thereof as printed were approved.

COMMUNICATIONS.

Communications were received as follows:

From Mrs. Bernadine E. Thornburg, Field-Guardian of Southwest District Camp Fire Girls, requesting permission to use one of the rooms in the Hiram Kelly Branch Library building for meetings of the Camp Fire Girls of Lewis-Champlin School on Tuesday evening of each week.

Director Shutter moved that permission be given as requested for and during the vacation period.

Carried.

COMMITTEE ON LIBRARY.

Director Tollkuehn, Chairman, presented the following report and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Tollkuehn, Sproul and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—Your Committee on Library begs leave to report as follows on various matters in its hands:

We recommend that the branches at Forestville School and Scanlan School be closed for the months of July and August. The patronage at these two small school branches is very small at this season, and the shortage of help makes this step imperative.

We recommend that special deposits for the summer season be installed in the camps listed below:

Camp Fire Girls' Camp,
South Haven, Mich.
Camp Covenant,
Crystal Lake, Ill.
Crippled Children's Camp,
Brown's Lake, Burlington, Wis.

Also that installation of deposits be approved at:

University of Chicago Press Building.
Mitchell Brothers Company,
367 W. Adams St.
Scout Troop 840,
Addison St. Congregational Church.
People's Gas Light and Coke Company,
122 S. Michigan Blvd.
Hart Schaffner & Marx Company,
36 S. Franklin St.
L. Klein & Company,
Halsted, 14th and Liberty Sts.
Adriel Methodist Church,
31st St. and Keeler Ave.

Also that the Eleanor Social Center, 1515 N. Leavitt St., be changed from a special deposit to a traveling library, as of date May 1.

It is further recommended that transfer of deposits be approved as follows:

Hegewisch, 13301 Brandon Ave., from Frances Zacharius to Stanley Olejniczak.

Armitage Ave., 3605 Armitage Ave., from Henry C. Bornson to Victor E. Diederichs.

Your Committee herewith presents the following schedule of book lists recommended by the Librarian and approved by the Committee and recommended for purchase:

Main Collection:	904 vols., (8 pamphlets)	$1143.00
Thomas Hughes Collection:	72 vols.,	79.00
Branch Collection:	3351 vols.,	3910.00
Deposit Collection:	156 vols.,	187.00
Rental Fund:	41 vols.,	49.00
	4524 vols., (8 pamphlets)	$5368.00

Respectfully submitted,
FRANK F. TOLLKUEHN,
E. W. SPROUL,
Committee on Library.

CHICAGO, June 28, 1920.

He, also, presented proposals for 150,000 card pockets for library books as follows:

Max Stern's Sons Co., $4.00 per thousand:
Mead & Wheeler Co., $4.50 per thousand;

and moved, on behalf of the Committee, that the contract be awarded to the lowest bidder.

Carried.

Yeas—Directors Healy, Shutter, Tollkuehn, Sproul and the President—5.

Nays—None.

He, also, presented the following report of the Committee and moved its adoption.

Carried.

Yeas—Directors Healy, Shutter, Tollkuehn, Sproul and the President—5.

Nays—None.

To the President and Board of Directors, Chicago Public Library.

Gentlemen:—In conformity with the regular practice, your Committee has caused invitations to be issued for bids for supplying current American books and for binding, repairing and re-enforcing books for the Library during the year beginning July 1, 1920.

Two bids were received for supplying books, offering discounts on the following scale:

	Regular net	Technical Books	Popular Copyrights	Burt Home Library
Marshall Field & Co	35½%	12½%	$0.70 (net price)	$0.77 (net price)
A. C. McClurg & Co	31%	14%	31%	31%

On the basis of these figures we recommend that a contract for supplying such books for the year be entered into with Marshall Field & Co.

For binding, repairing and re-enforcing the bids were, as usual, numerous and varied. Two facts must be borne in mind in arriving at a conclusion from analysis of these bids. The first is that the price of leather, buckram, twine, paper and all other binding material, as well as the labor cost, have risen materially during the past year. We could not, therefore, hope to secure bids at or near last year's figures, and we think the Library is fortunate in being able to secure bids as low as are offered in the tables below.

The second consideration is that all of the binders together who tender their services in these bids are not able, in resources or labor capacity, to do promptly enough all the work the Library requires. The Librarian has undertaken some experiments in methods of re-enforcing new books as soon as bought, with a view to saving rebinding afterwards, and his conclusions are that a considerable saving, both in time and money, could be effected by adopting this practice. For this reason bids on re-enforcing according to the specially prepared specifications were invited and two have been received and are included below. The bids in detail are almost uniform, ranging from 68 cents for size I in buckram to size IX in pigskin, at $1.96, and show an increase of about twenty per cent. All bids are subject to revision January 1, 1921.

The bids for binding reference books and magazines show a twenty per cent. increase in morocco, roan and buckram bindings and a seventy-five per cent. increase in calf and pigskin, together with many extra charges for gilding, tooling, oversize volumes, etc.

Our recommendations are that all bids for medium grade bindings be accepted as received. All of these binders together report an annual capacity of only 60,000 volumes, while our requirements call for a minimum of 75,000 volumes per year. We therefore suggest that other binders, found competent and approved by this Committee, and who are willing to do work at the prices offered by the above bidders, be admitted to such portions of our work as they are able to do.

For the reference and magazine binding we recommend that the Librarian be requested to submit recommendations as to the possibility of changing from leather to buckram and adopting a simpler style, and that for the present no contract be closed for this class of work and the bid received be rejected.

For re-enforcing two bids were received:

Geo. E. Koehler, $0.24 and $0.28 per volume.

Book Recasing Co., $0.30 and $0.35 per volume.

We recommend that this work be allotted to the lowest bidder up to his capacity and that the second bidder be requested to undertake a revision of his figures with a view, if possible, to reducing his prices to an approximate level.

Respectfully submitted.

FRANK F. TOLLKUEHN,
E. W. SPROUL,
Committee on Library.

CHICAGO, June 28, 1920.

COMMITTEE ON ADMINISTRATION.

Director Shutter, Chairman, presented

the following report of the Committee and moved its adoption.

Carried.

To the President and Board of Directors, Chicago Public Library.

Gentlemen: — The following resignations have been received by your Committee on Administration and their acceptance is recommended with instructions to the Librarian to fill the vacancies by requisition upon the Civil Service Commission:

Principal assistant: Louise Ayers, June 21.

Senior assistant: Olive Hartley, July 10.

Junior assistant: Phillipine Gosswiller, June 25.

Pages: Julian Ebert, June 21; Francis B. Flahive, July 10.

It is further recommended that leaves of absence be granted as follows:

Pearl I. Field, chief of division, from July 28 to September 10, inclusive.

Florence L. Berg, principal assistant, July 28 to September 10, inclusive.

Edith F. Long, principal assistant, from July 12 to September 6, inclusive.

Genevieve O'Leary, principal assistant, from July 1 to October 1.

Mathilda S. Nodek, senior assistant, from May 26 to September 1.

Florence Sweet, junior assistant, from June 22 to September 22.

Lena O. Sorg, junior assistant, extension of leave from June 11 to September 1.

James King, janitor, from May 26 to August 26.

Bruce E. Reeder, elevator operator, from July 11 to October 11.

Respectfully submitted,

R. G. SHUTTER,
JAMES J. HEALY,
Committee on Administration.

CHICAGO, June 28, 1920.

COMMITTEE ON BUILDINGS AND GROUNDS.

In the absence of the Chairman, Director Sproul presented the following report, and moved that it be received and the action of the Committee approved.

Carried.

To the President and Board of Directors, The Chicago Public Library.

Gentlemen:—Your Committee on Buildings and Grounds begs leave to report on work in connection with the Legler Regional Branch Library building on which action has been taken by the Committee in accordance with the authority given by the Board. The contracts in each case were awarded to the lowest bidder.

The Berger Mfg. Co., steel bins and shelving in the basement of the building, $2,025.00

D. F. Considine, grading, furnishing black soil and seeding the grounds and parkways around the building, $323.50.

William Gawn, Jr., for installing "Barney" lawn sprinkling system in grounds and parking space, $663.00.

A. T. Kramer, cement sidewalk between street curb and present sidewalk on Crawford avenue from Wilcox to Monroe streets, $200.00.

Your Committee has also allowed an addition to the contract of the Dahl-Stedman Company in the amount of $108.00 for furnishing doors to form a cupboard in the children's reading room.

All of which is respectfully submitted,

C. E. SCHICK,
JAMES J. HEALY,
E. W. SPROUL,
Committee on Buildings and Grounds.

CHICAGO, June 28, 1920.

NEW BUSINESS.

The President, Director Barr, stated that the Legler Branch building was nearing completion and suggested that a Special Committee be appointed to make arrangements for the opening ceremonies.

Director Healy moved that a Special Committee consisting of the President,

the Committee on Buildings and Grounds and the Librarian and Secretary be appointed to make the necessary arrangements, and that the Committee be given full power to act.

Carried.

Yeas—Directors Healy, Shutter, Tollkuehn, Sproul and the President—5.

Nays—None.

The President stated that the basement of the Legler Branch is now being used by the School Deposits and suggested the advisability of the employment of a night-watchman on the premises.

Director Healy moved that the Librarian be authorized to make requisition upon the Civil Service Commission for a night-watchman in accordance with the President's suggestion.

Carried.

Yeas—Directors Healy, Shutter, Tollkuehn, Sproul and the President—5.

Nays—None.

The President also stated that plans for subway entrance and kiosk in connection with the Illinois Central terminal improvement had been submitted for the approval of the Board in accordance with the ordinance approved July 31, 1919.

Director Shutter moved that the matter be referred to the Committee on Buildings and Grounds with power to act.

Carried.

Yeas—Directors Healy, Shutter, Tollkuehn, Sproul and the President—5.

Nays—None.

The Secretary stated that in accordance with the order of the Board June 14th he had advertised for proposals for furnishing coal for the main library building and branches, that only one bid had been received and asked further instructions from the Board.

Director Shutter moved, that inasmuch as only one bid had been received in response to the advertisement, that the bid be rejected and the Secretary be authorized to purchase coal for the main library building in the open market until further action by this Board.

Carried.

Yeas—Directors Healy, Shutter, Tollkuehn, Sproul and the President—5.

Nays—None.

On motion of Director Healy, the Board adjourned.

A. B. Wilson

Secretary.

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